Brigade S-1 Operations Course
HR Plans and Operations Course

BRIGADE S-1
TO PREPARE ADJUTANT GENERAL'S CORPS OFFICERS, WARRANT OFFICERS, AND NONCOMMISSIONED OFFICERS TO INTERPRET, INTEGRATE, COORDINATE, AND IMPLEMENT ARMY HR PROGRAMS AND POLICIES AT THE BRIGADE S-1 LEVEL
CORE COMPETENCIES AND KEY FUNCTIONS
Provide Human Resources Support

HR PLANS & OPS
TO PREPARE ADJUTANT GENERAL'S CORPS OFFICERS, WARRANT OFFICERS, AND NONCOMMISSIONED OFFICERS TO INTERPRET, INTEGRATE, COORDINATE, AND IMPLEMENT ARMY HR PROGRAMS AND POLICIES AS HR PLANNERS AND OPERATORS.
SPECIAL EMPHASIS IN..
*HR OPERATIONS BRANCH (HROB)
*HR SUSTAINMENT CENTER (HRSC)
*MILITARY MAIL TERMINAL (MMT) TEAM
*THEATER GATEWAY (TG)
PERSONNEL ACCOUNTABILITY TEAM (PAT)
*HR COMPANY
COORDINATE PERSONNEL SUPPORT
MAN THE FORCE
PROVIDE HR SERVICES
HR PLANS & OPS
DEFEND
1775

Tactical Personnel System (TPS)

December 2014

Terminal Learning Objective (TLO)

Action: Demonstrate Tactical Personnel System (TPS)

Conditions: In a classroom environment, with access to a personal computer with Tactical Personnel System (TPSv3.0) mobile training application loaded, Scan Bar for TPSv3.0 application loaded, TPS functional guidance, scenarios and awareness of Operational Environment (OE), variables and actors.

Standard: Students will meet the standard of 70% accuracy, when they:

1. Create a Manifest in TPS
2. Add or update personnel to the TPS database
3. Create or edit Task Force information
4. Generate reports using TPS
5. Perform System Administration tasks

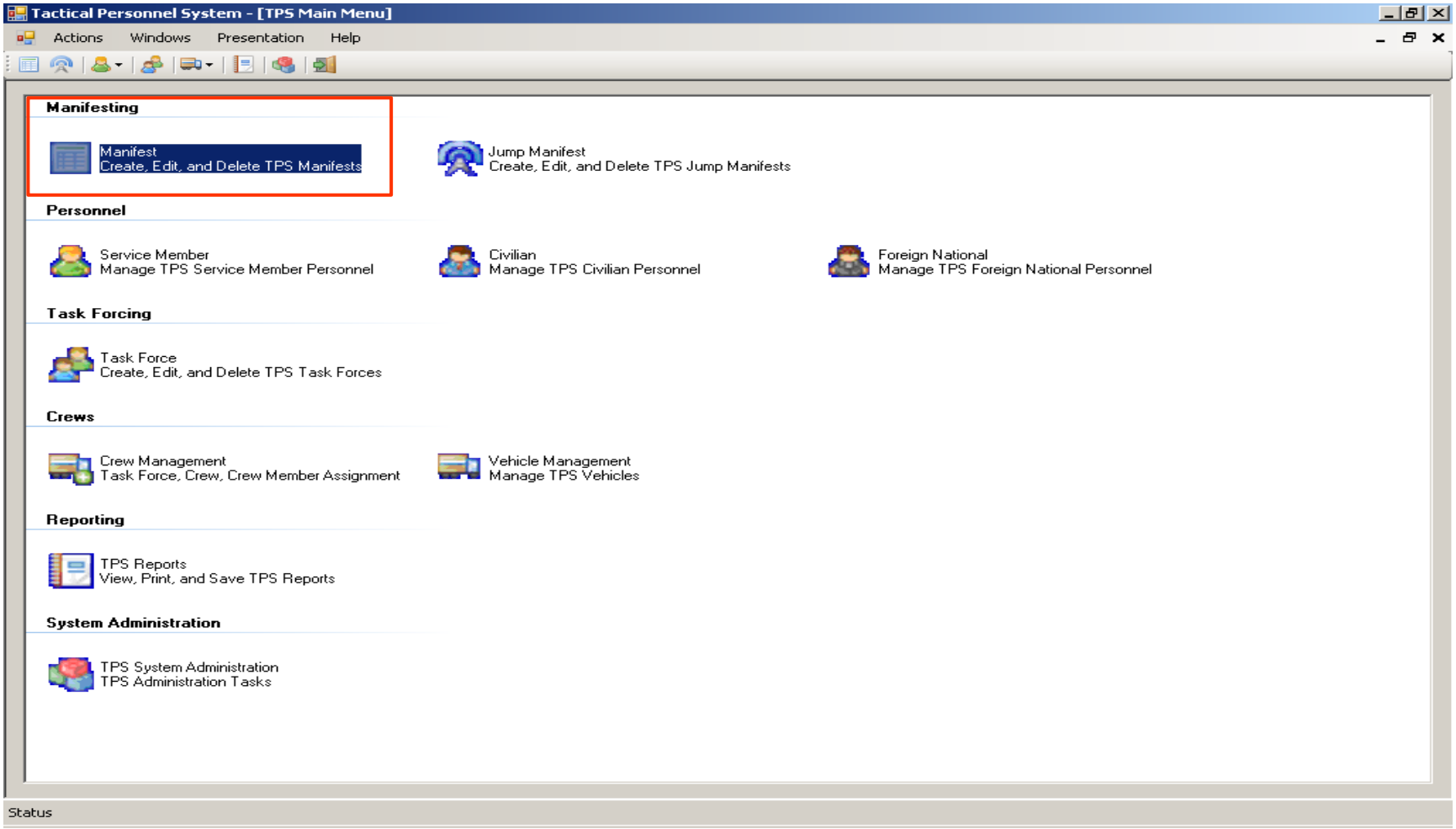
Learning Activities

1. Create a Manifest in TPS
2. Add or update personnel to the TPS database
3. Create or edit Task Force information
4. Generate reports using TPS
5. Perform System Administration tasks

References

- Tactical Personnel System – User's Manual
- Tactical Personnel System – Smartbook
- https://www.hrc.army.mil/TAGD/Tactical%20Personnel%20System

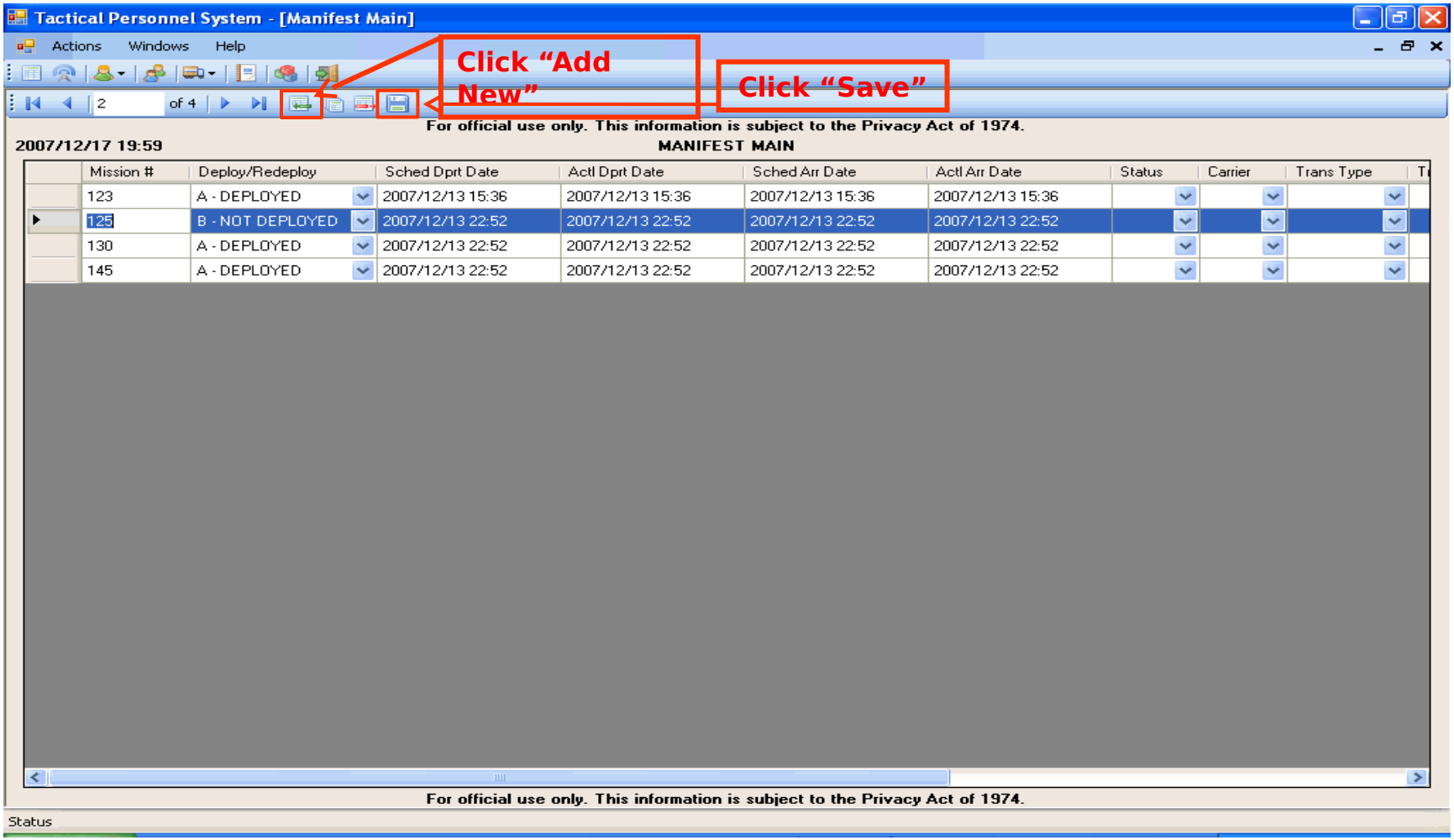
Manifesting



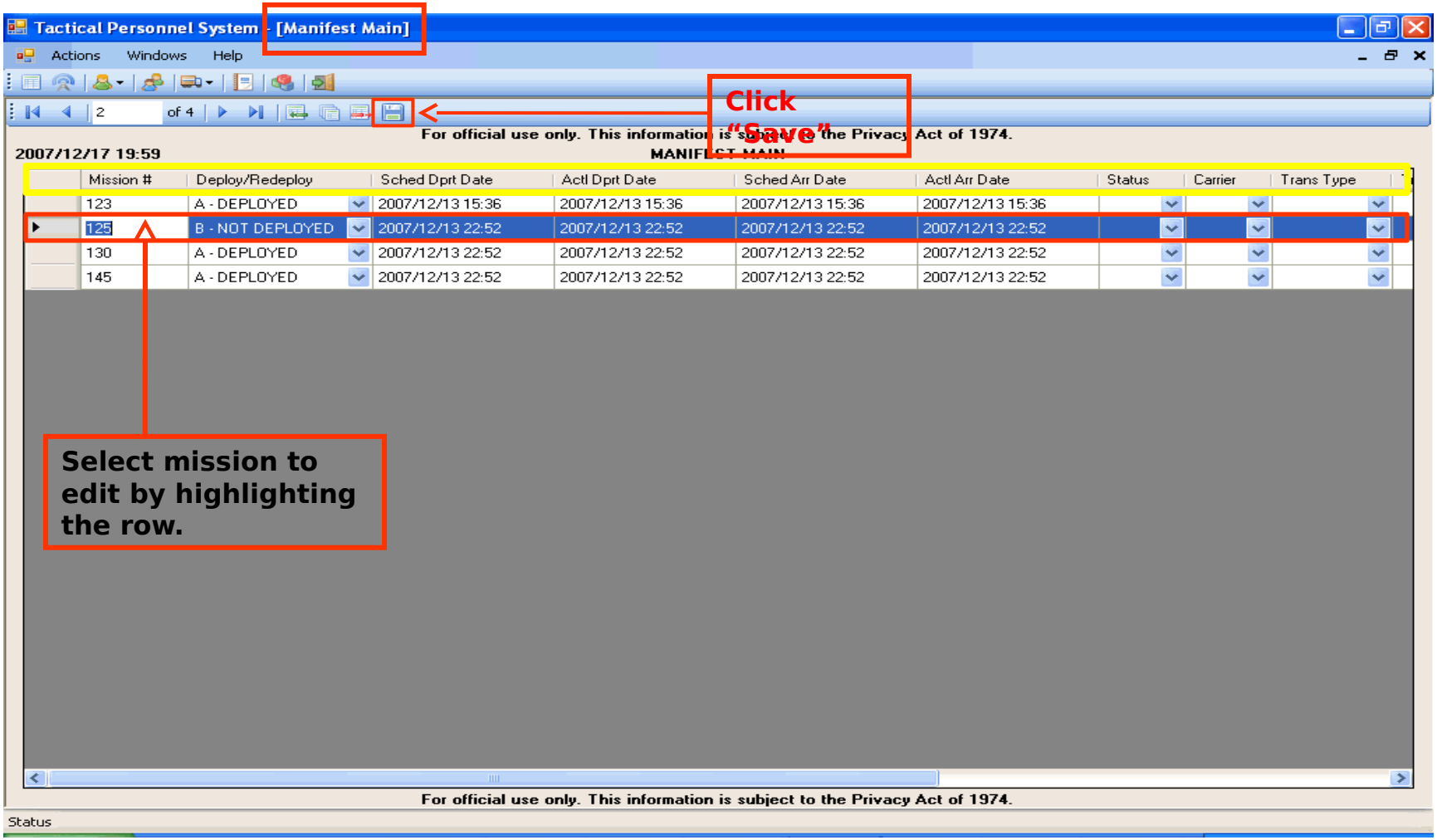
Manifest Function - Actions

- Enter a new manifest
- Edit an existing manifest
- Delete an existing manifest
- Assign personnel to an existing manifest
- Remove personnel from an existing manifest
- View information concerning personnel assigned to a manifest
- Edit information concerning personnel assigned to a manifest
- Save the assigned personnel list in one of three formats: TRN, AMC, or PAS
- Insert a list of personnel in the TRN file format into a manifest
- Add an entire UIC to a manifest

Adding a Manifest


Tactical Personnel System - [Manifest Main]
Actions
Windows
Help
Click "Add New"
Click "Save"
2
of 4
For official use only. This information is subject to the Privacy Act of 1974.
2007/12/17 19:59
MANIFEST MAIN
Mission #
Deploy/Redeploy
Sched Dprt Date
Actl Dprt Date
Sched Arr Date
Actl Arr Date
Status
Carrier
Trans Type
123 A - DEPLOYED 2007/12/13 15:36 2007/12/13 15:36 2007/12/13 15:36 2007/12/13 15:36
125 B - NOT DEPLOYED 2007/12/13 22:52 2007/12/13 22:52 2007/12/13 22:52 2007/12/13 22:52
130 A - DEPLOYED 2007/12/13 22:52 2007/12/13 22:52 2007/12/13 22:52 2007/12/13 22:52
145 A - DEPLOYED 2007/12/13 22:52 2007/12/13 22:52 2007/12/13 22:52 2007/12/13 22:52
For official use only. This information is subject to the Privacy Act of 1974.
Status

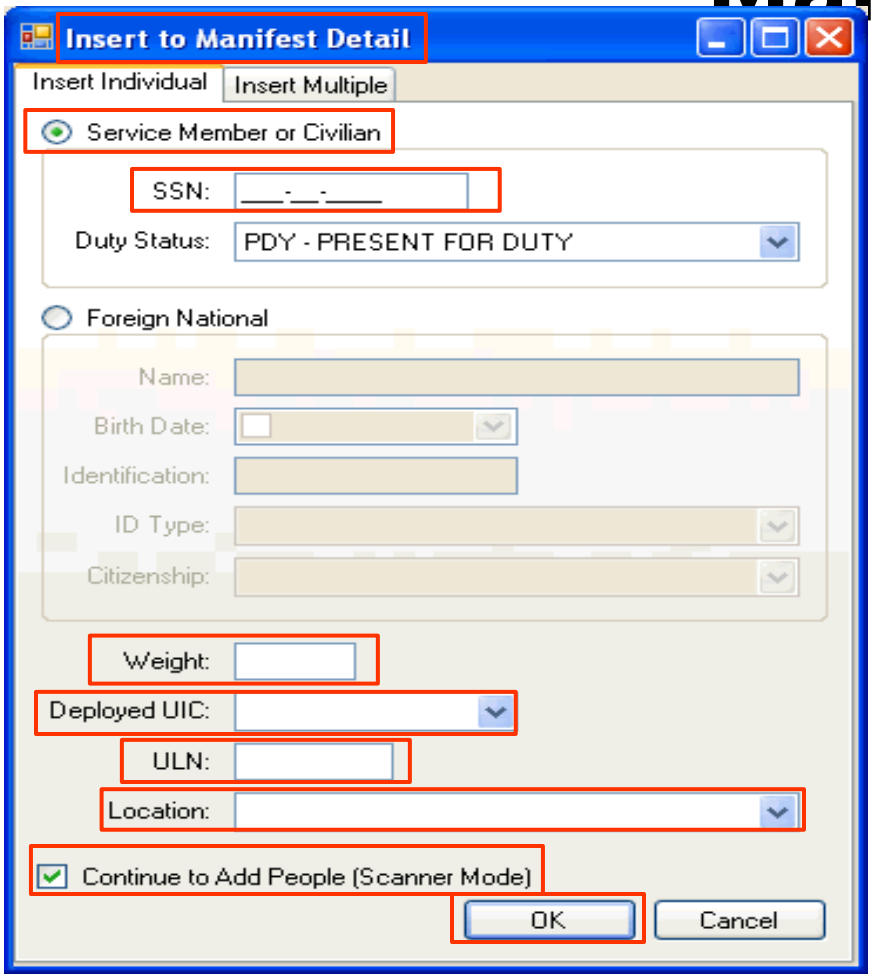
Editing a Manifest

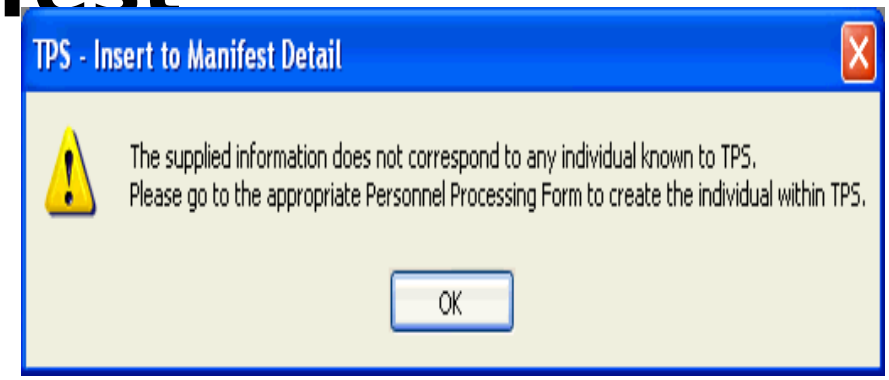


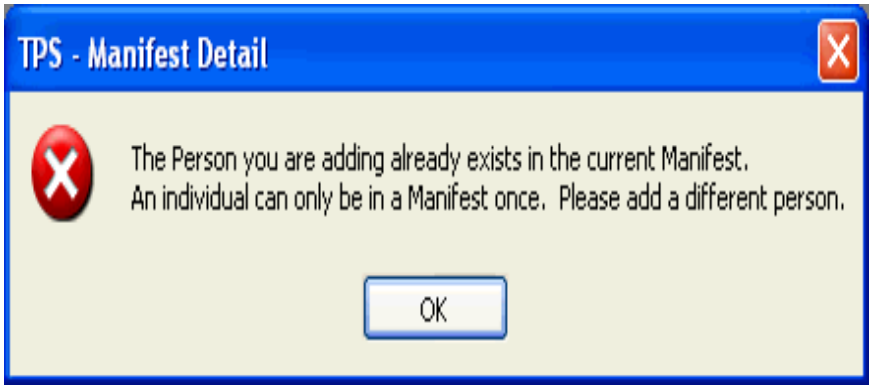
Deleting a Manifest

If	Then
You want to delete one manifest	Scroll through the list if necessary and select the manifest to be deleted.
You want to delete a continuous block of manifests from the Manifest Main list	Scroll through the list if necessary, select the first manifest in the block and, while holding down the Shift key, select the last manifest in the block.
You want to delete multiple manifests that are not in a continuous block	Scroll through the list if necessary and, while holding down the **Ctrl** key, select each manifest that you wish to delete.

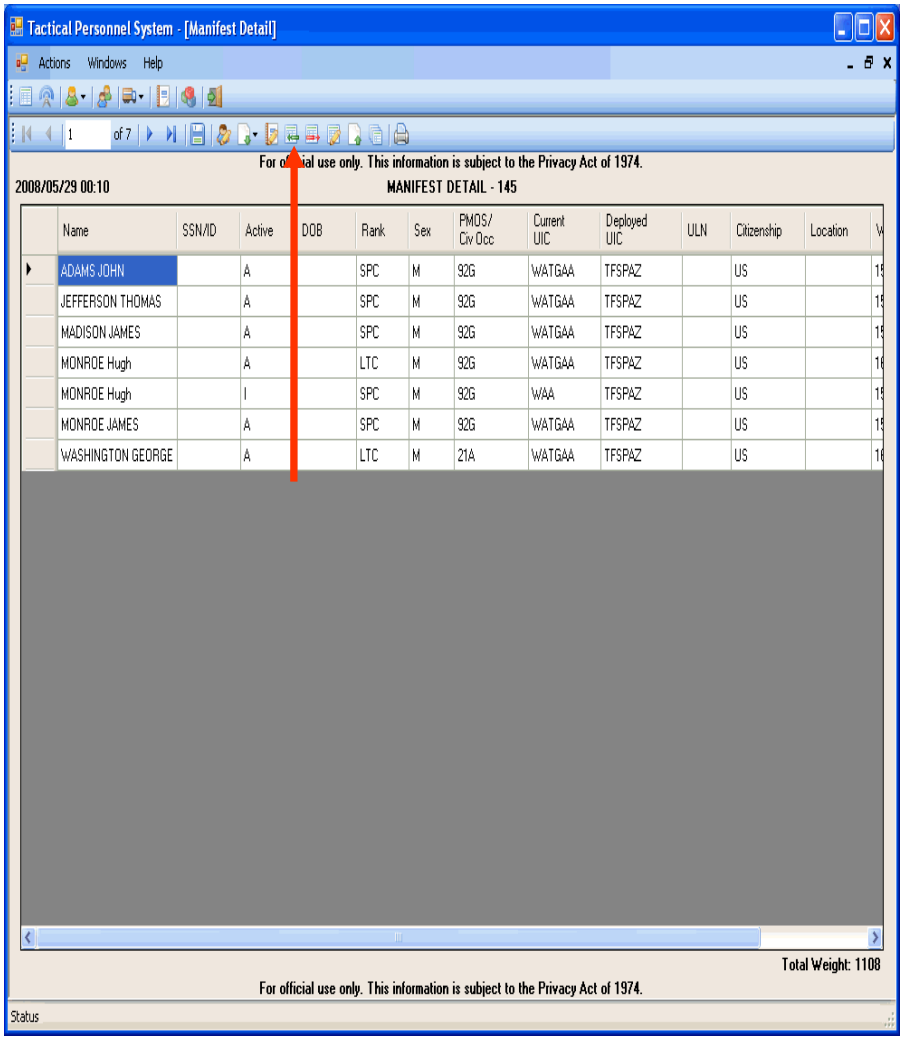
Assigning DOD and Civilian Personnel to a Manifest

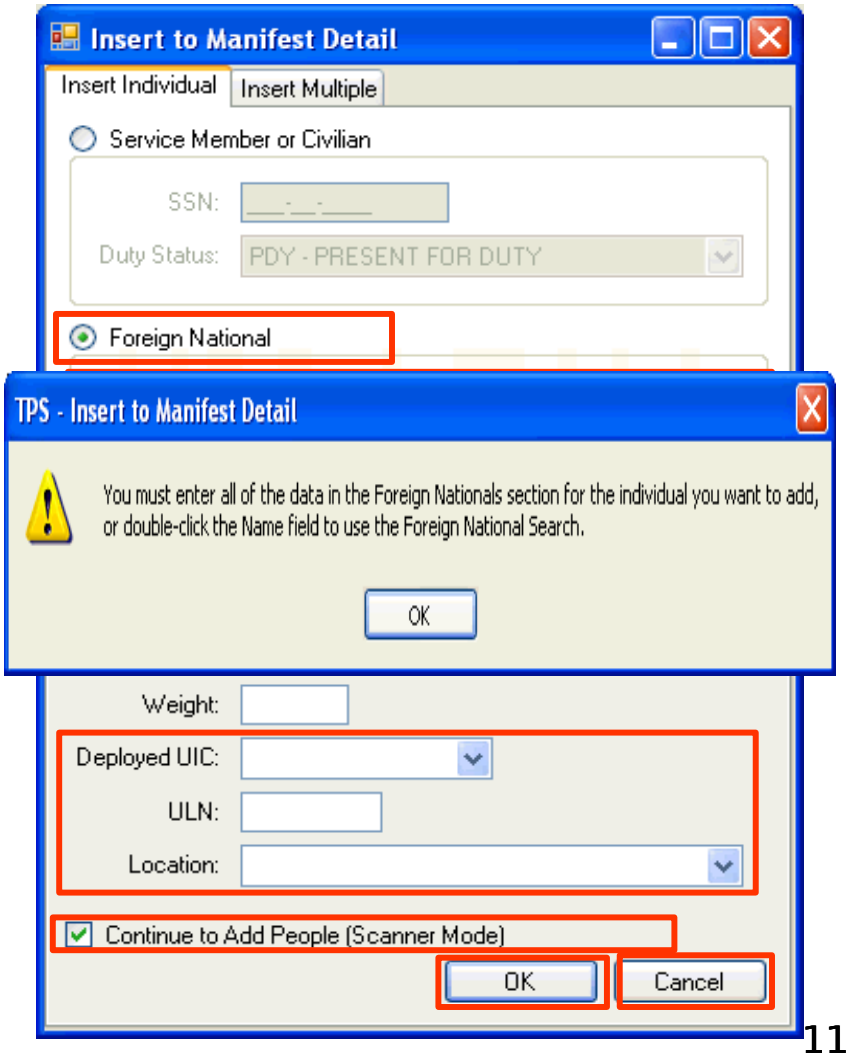



TPS - Insert to Manifest Detail
The supplied information does not correspond to any individual known to TPS.
Please go to the appropriate Personnel Processing Form to create the individual within TPS.
OK

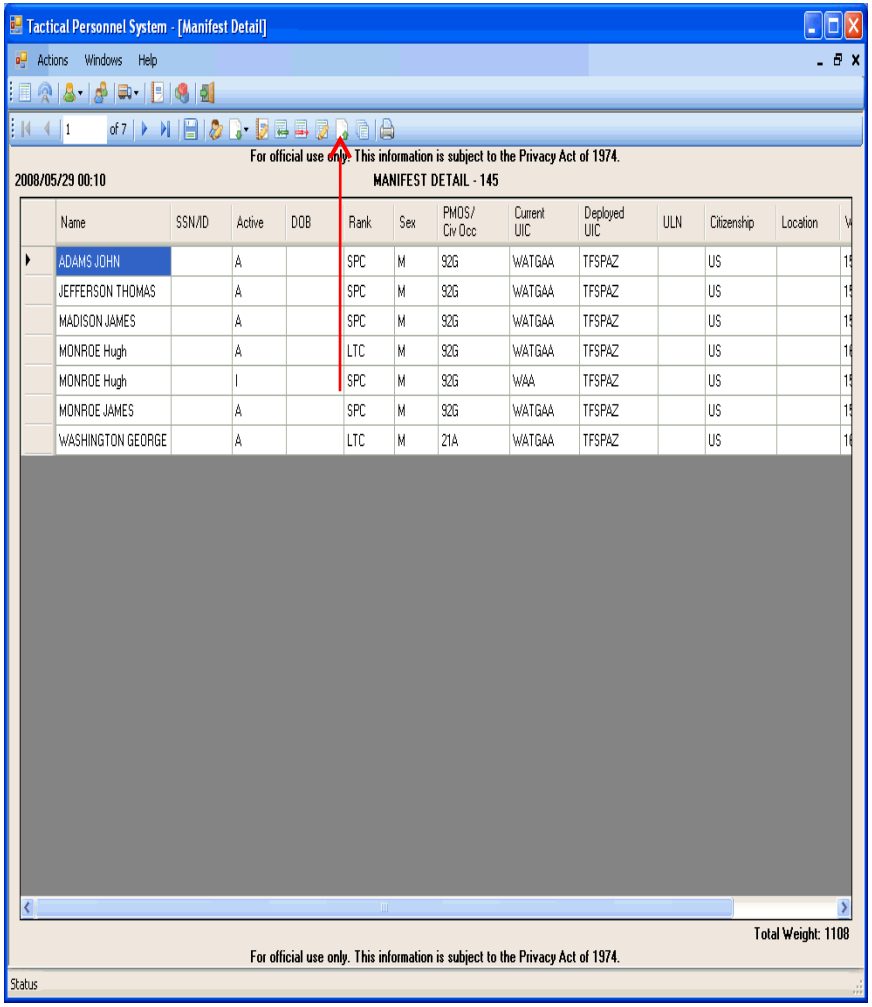

TPS - Manifest Detail
The Person you are adding already exists in the current Manifest.
An individual can only be in a Manifest once. Please add a different person.
OK

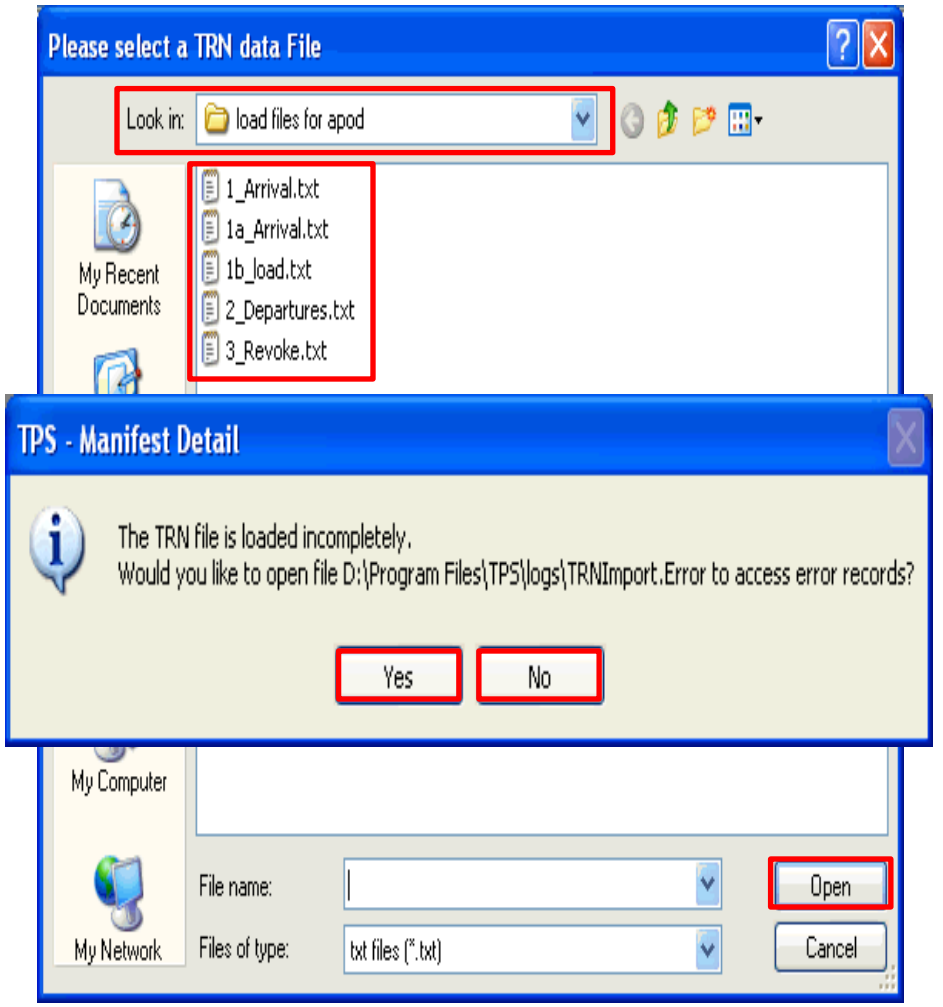
Assigning Foreign Nationals To a Manifest


Tactical Personnel System - [Manifest Detail]
Actions Windows Help
For official use only. This information is subject to the Privacy Act of 1974.
2008/05/29 00:10
MANIFEST DETAIL - 145
Name SSN/ID Active DOB Rank Sex PMOS/ Civ Occ Current UIC Deployed UIC ULN Citizenship Location
ADAMS JOHN A SPC M 92G WATGAA TFSPAZ US
JEFFERSON THOMAS A SPC M 92G WATGAA TFSPAZ US
MADISON JAMES A SPC M 92G WATGAA TFSPAZ US
MONROE Hugh A LTC M 92G WATGAA TFSPAZ US
MONROE Hugh I SPC M 92G WAA TFSPAZ US
MONROE JAMES A SPC M 92G WATGAA TFSPAZ US
WASHINGTON GEORGE A LTC M 21A WATGAA TFSPAZ US
Total Weight: 1108
For official use only. This information is subject to the Privacy Act of 1974.
Status

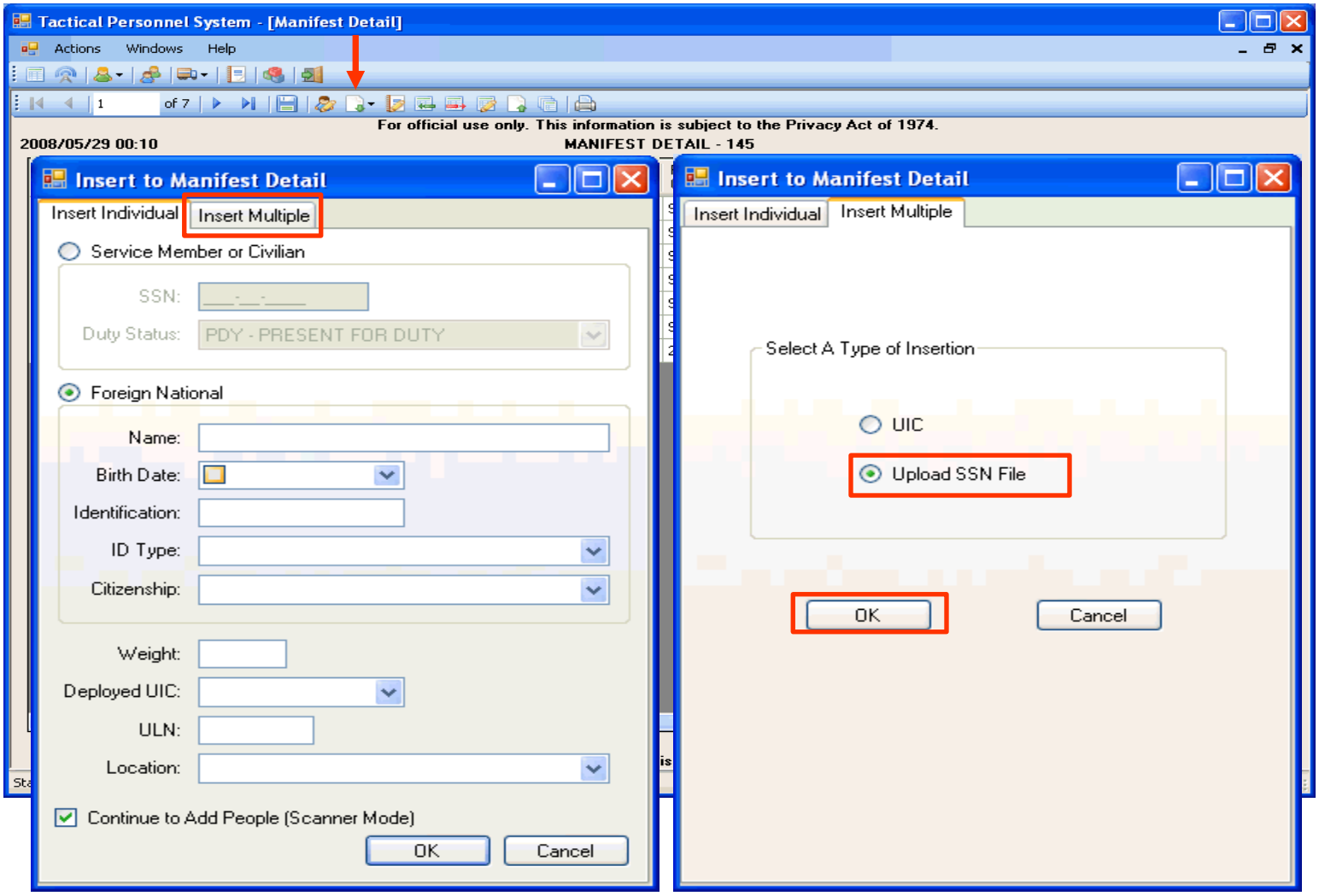

Insert to Manifest Detail
Insert Individual
Insert Multiple
Service Member or Civilian
SSN:
Duty Status:
PDY - PRESENT FOR DUTY
Foreign National
TPS - Insert to Manifest Detail
You must enter all of the data in the Foreign Nationals section for the individual you want to add, or double-click the Name field to use the Foreign National Search.
OK
Weight:
Deployed UIC:
ULN:
Location:
Continue to Add People (Scanner Mode)
OK
Cancel

Import TRN Formatted File to a Manifest

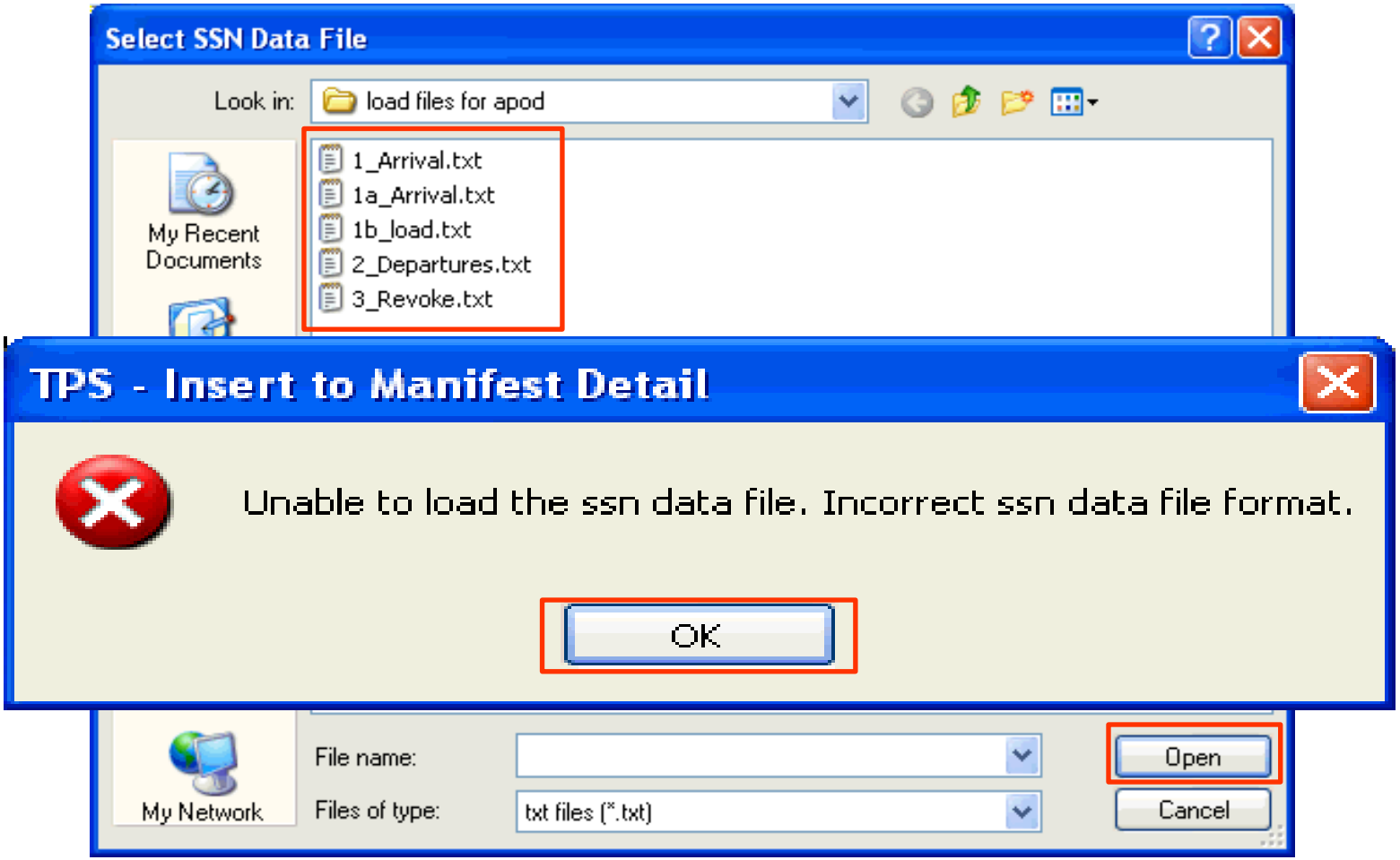

Tactical Personnel System - [Manifest Detail]
Actions Windows Help
For official use only. This information is subject to the Privacy Act of 1974.
2008/05/29 00:10
MANIFEST DETAIL - 145
Name SSN/ID Active DOB Rank Sex PMOS/ Civ Occ Current UIC Deployed UIC ULN Citizenship Location
ADAMS JOHN A SPC M 92G WATGAA TFSPAZ US
JEFFERSON THOMAS A SPC M 92G WATGAA TFSPAZ US
MADISON JAMES A SPC M 92G WATGAA TFSPAZ US
MONROE Hugh A LTC M 92G WATGAA TFSPAZ US
MONROE Hugh I SPC M 92G WAA TFSPAZ US
MONROE JAMES A SPC M 92G WATGAA TFSPAZ US
WASHINGTON GEORGE A LTC M 21A WATGAA TFSPAZ US
Total Weight: 1108
For official use only. This information is subject to the Privacy Act of 1974.
Status



Upload an SSN File to a Manifest (1 of 2)



Upload an SSN File to a Manifest (2 of 2)



Check on Learning

Q: What three formats does TPS allow you to save manifests as?

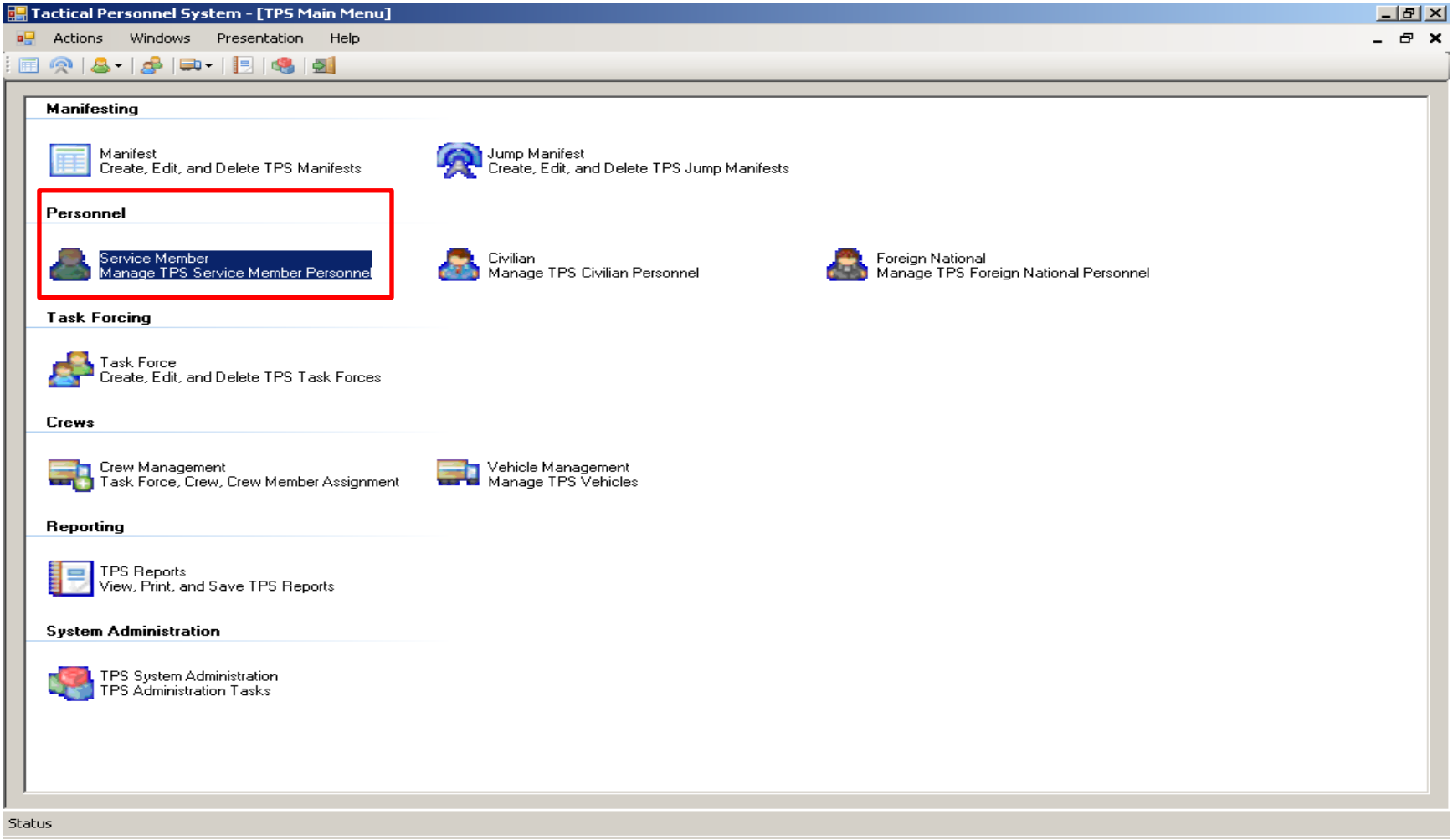
A: TRN, AMC, or PAS

Q: What are some of the actions that can be performed using the Manifest function?

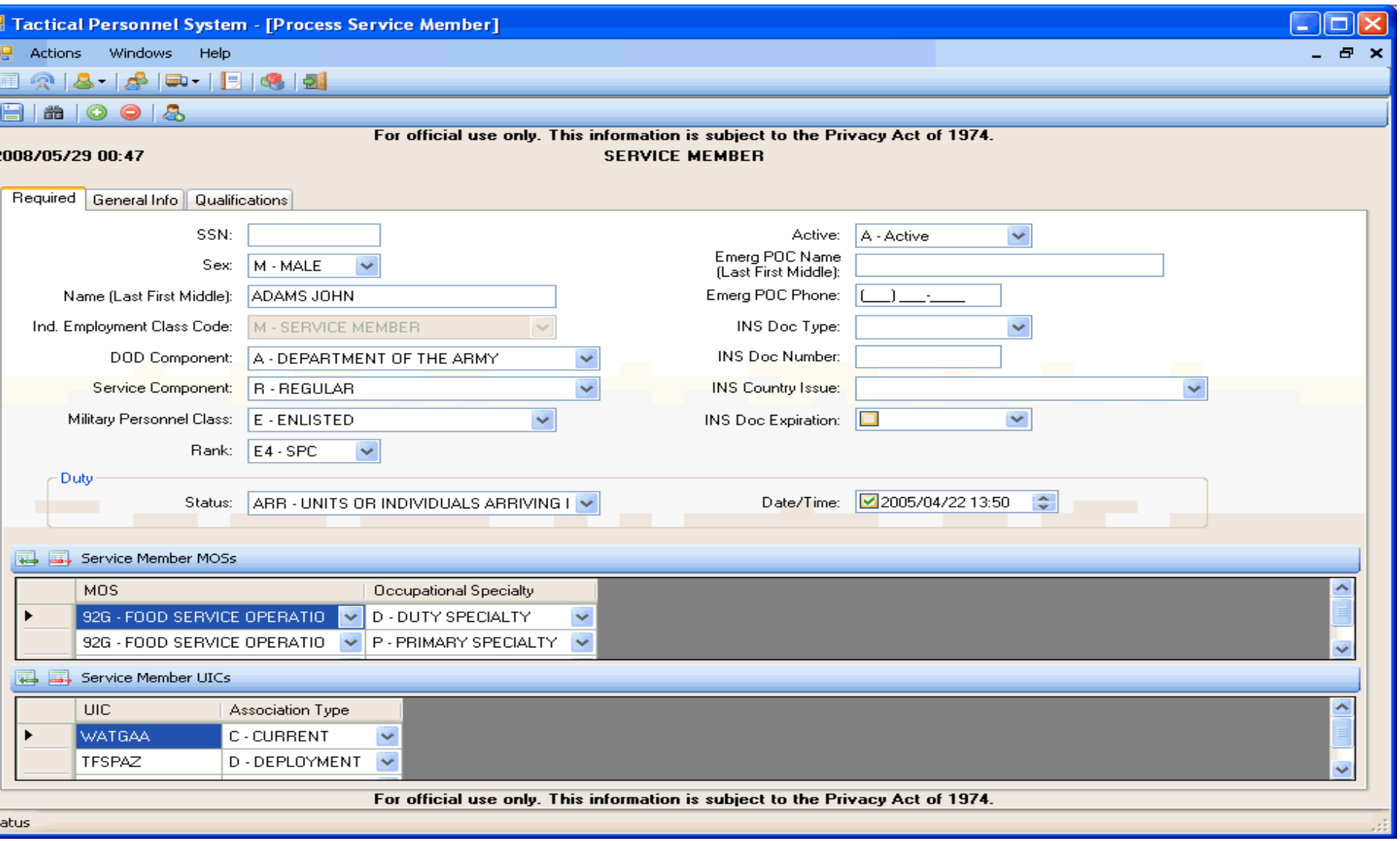
A:

- Enter a new manifest
- Edit an existing manifest
- Delete an existing manifest
- Assign personnel to an existing manifest
- Remove personnel from an existing manifest
- View information concerning personnel assigned to a manifest
- Edit information concerning personnel assigned to a manifest

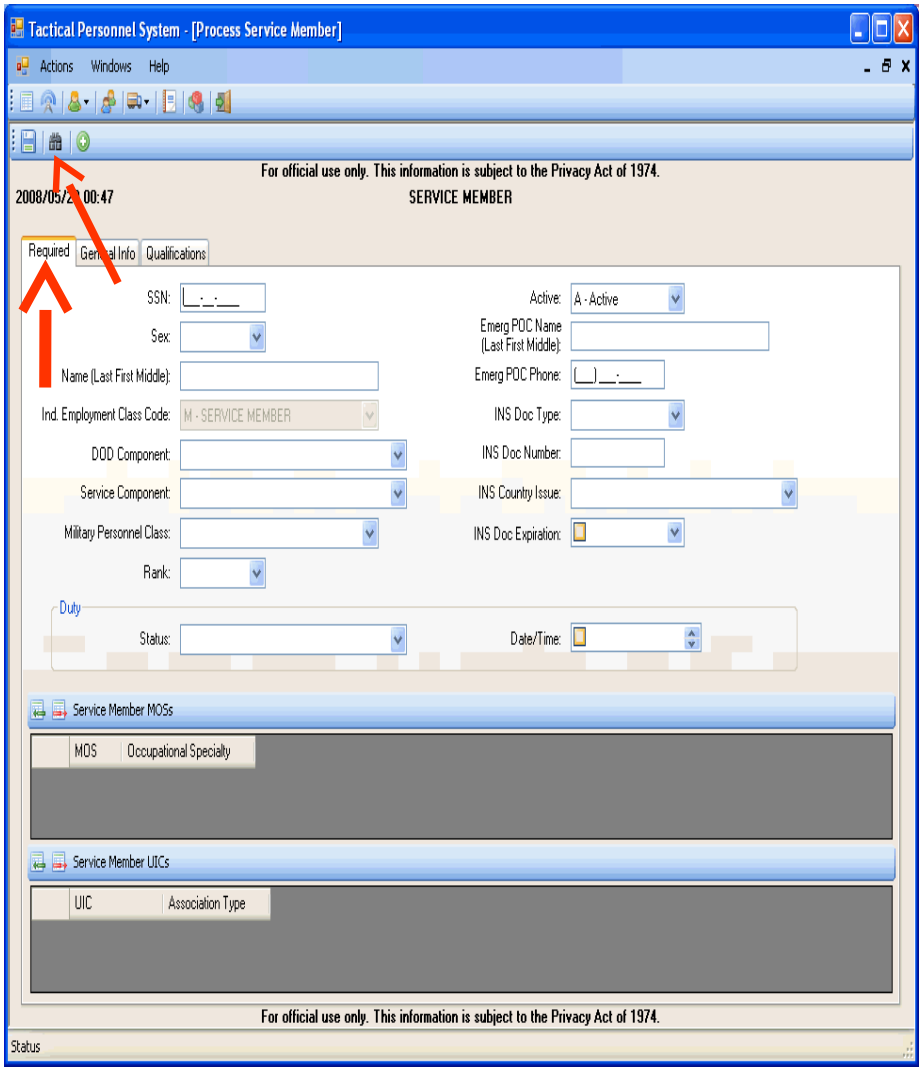
Personnel Module Overview

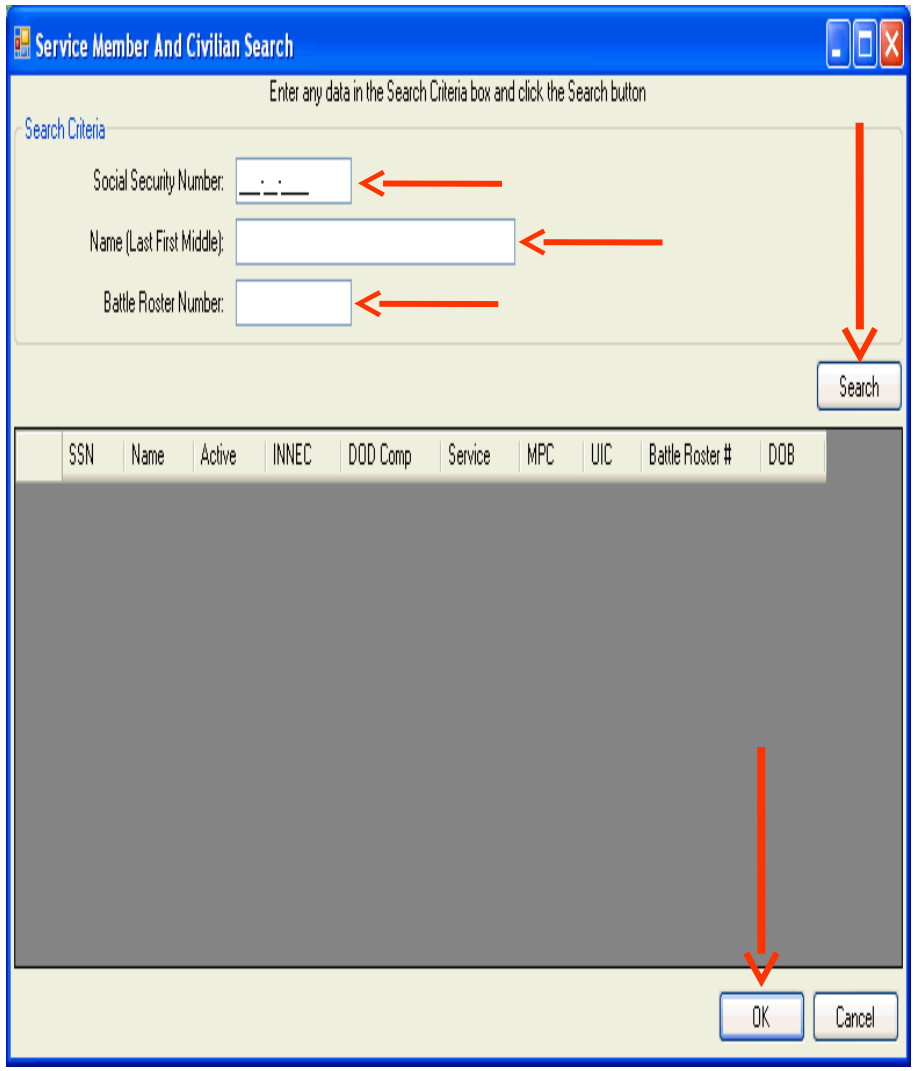


Search for a Service Member's Record

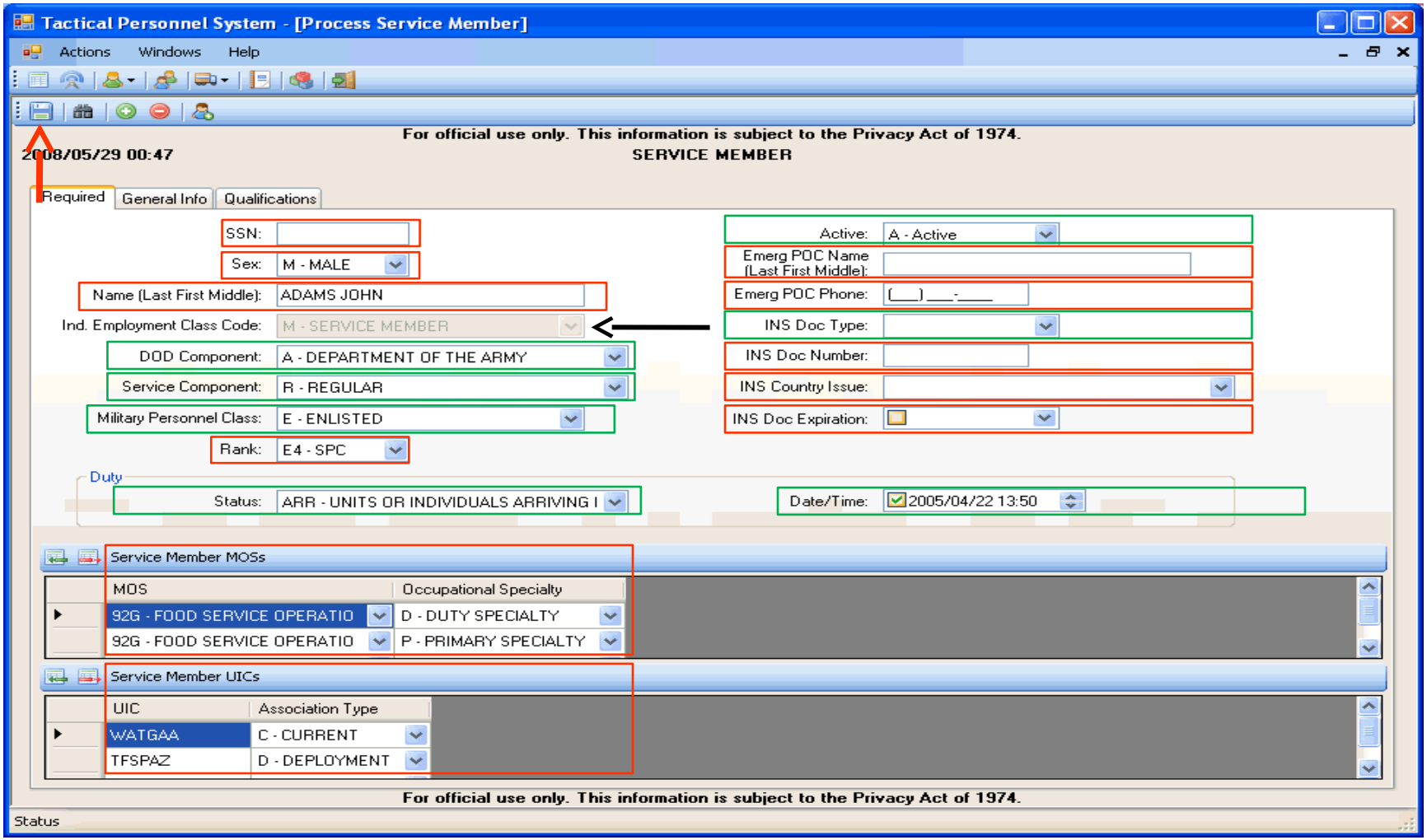


Process Service Member – Required Tab (1 of 2)





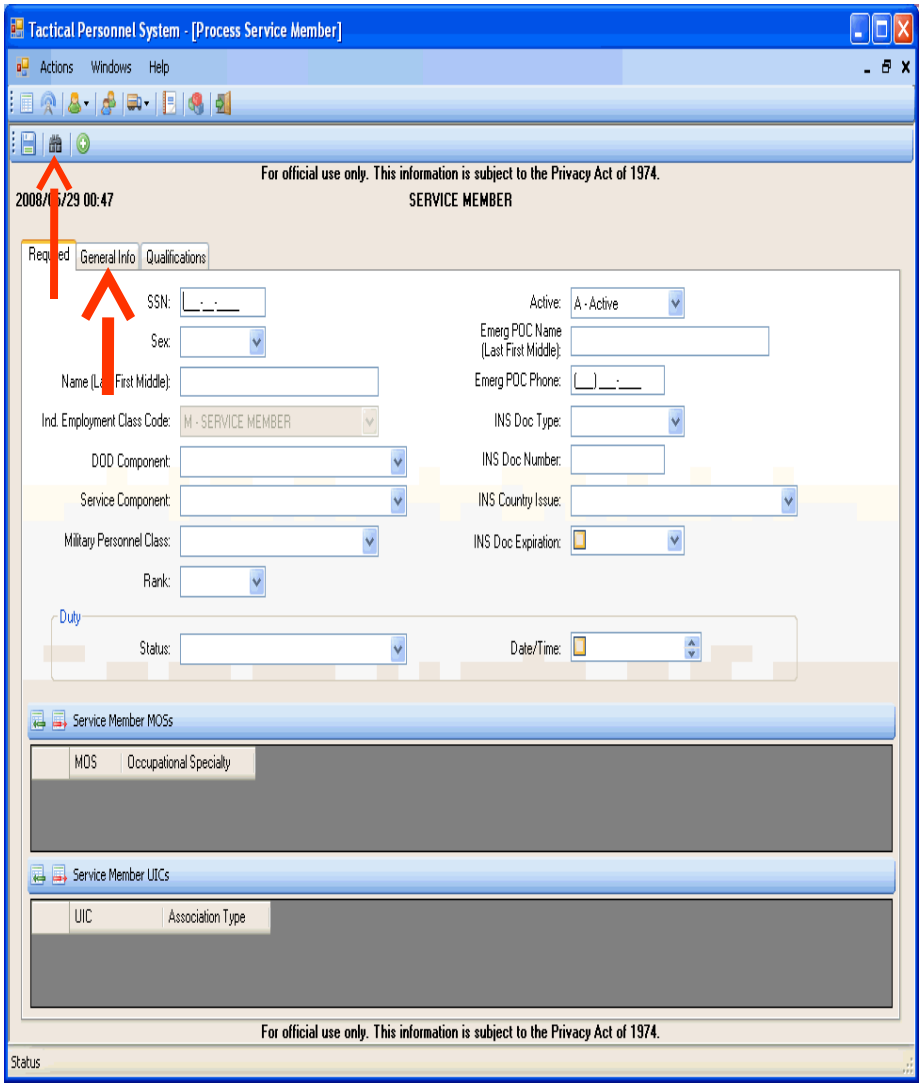
Process Service Member – Required Tab (2 of 2)

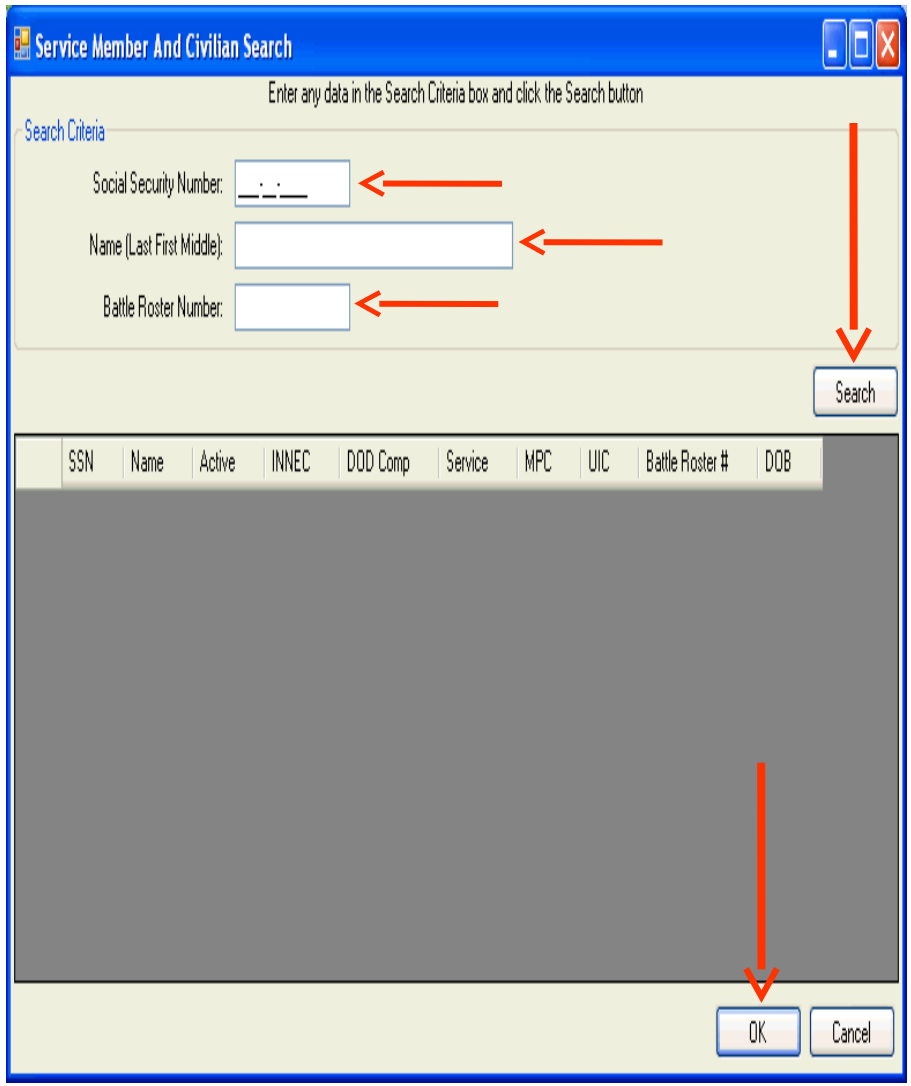


- Required

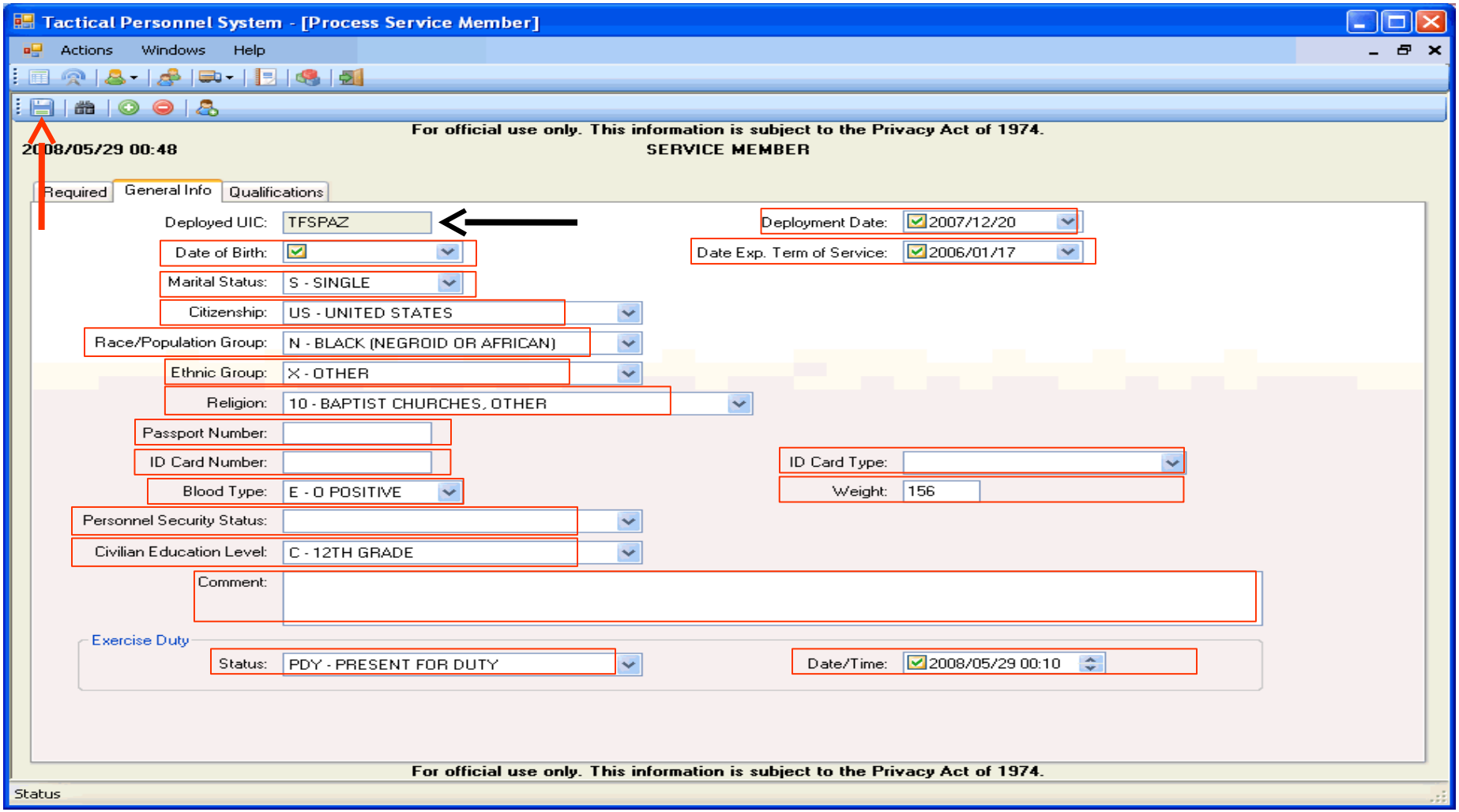
- Default

Process Service Member – General Info Tab (1 of 2)

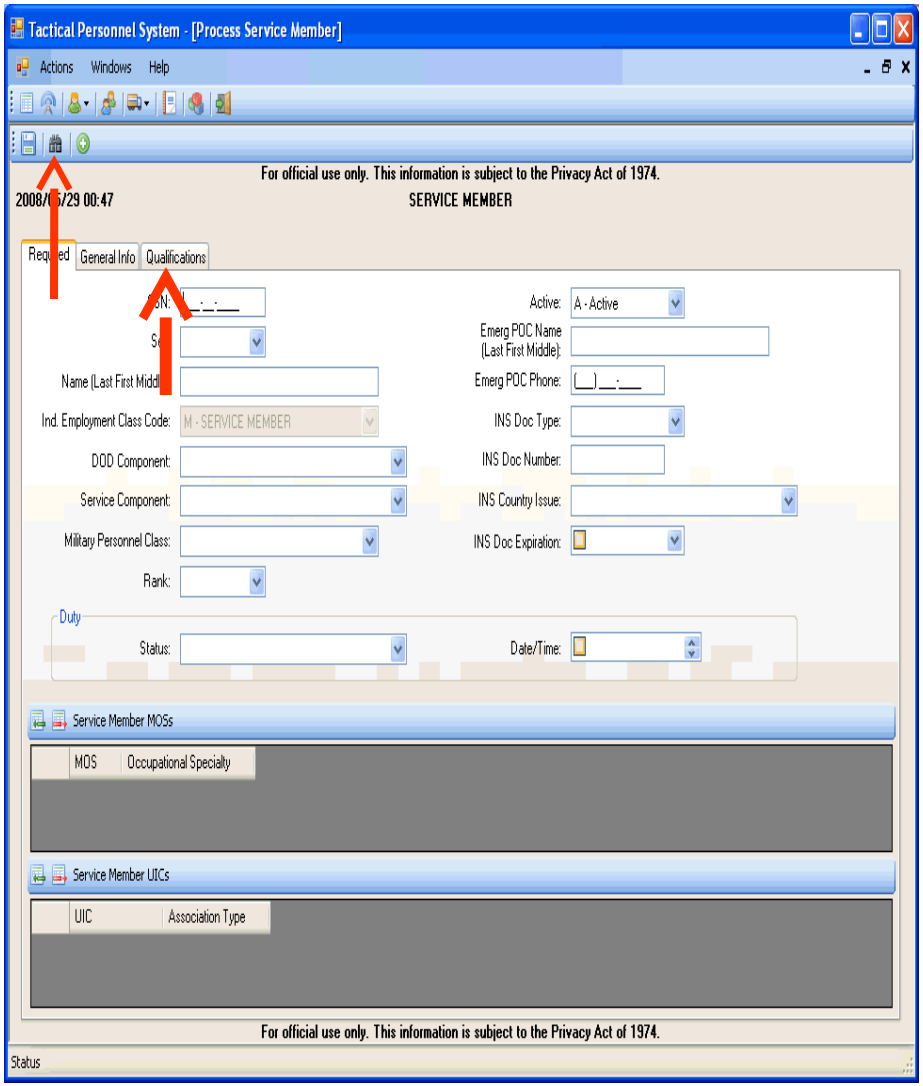


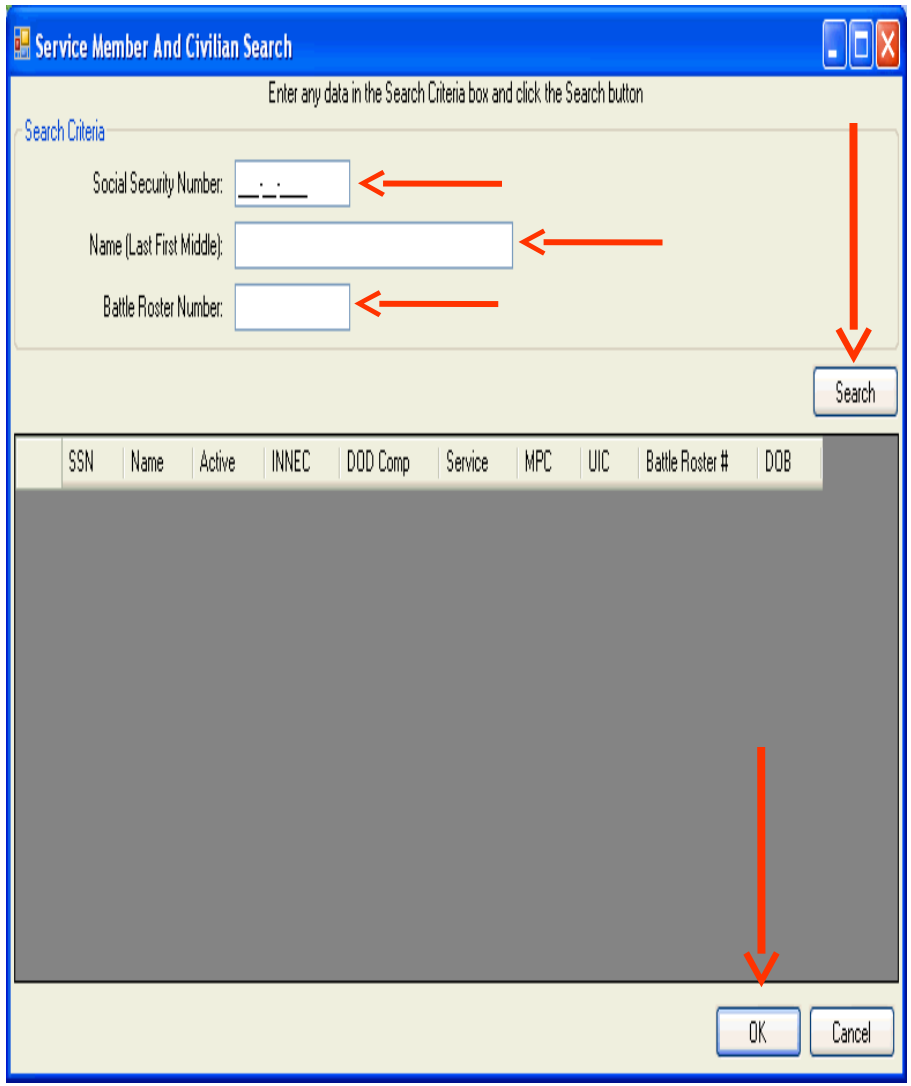


Process Service Member – General Info Tab (2 of 2)

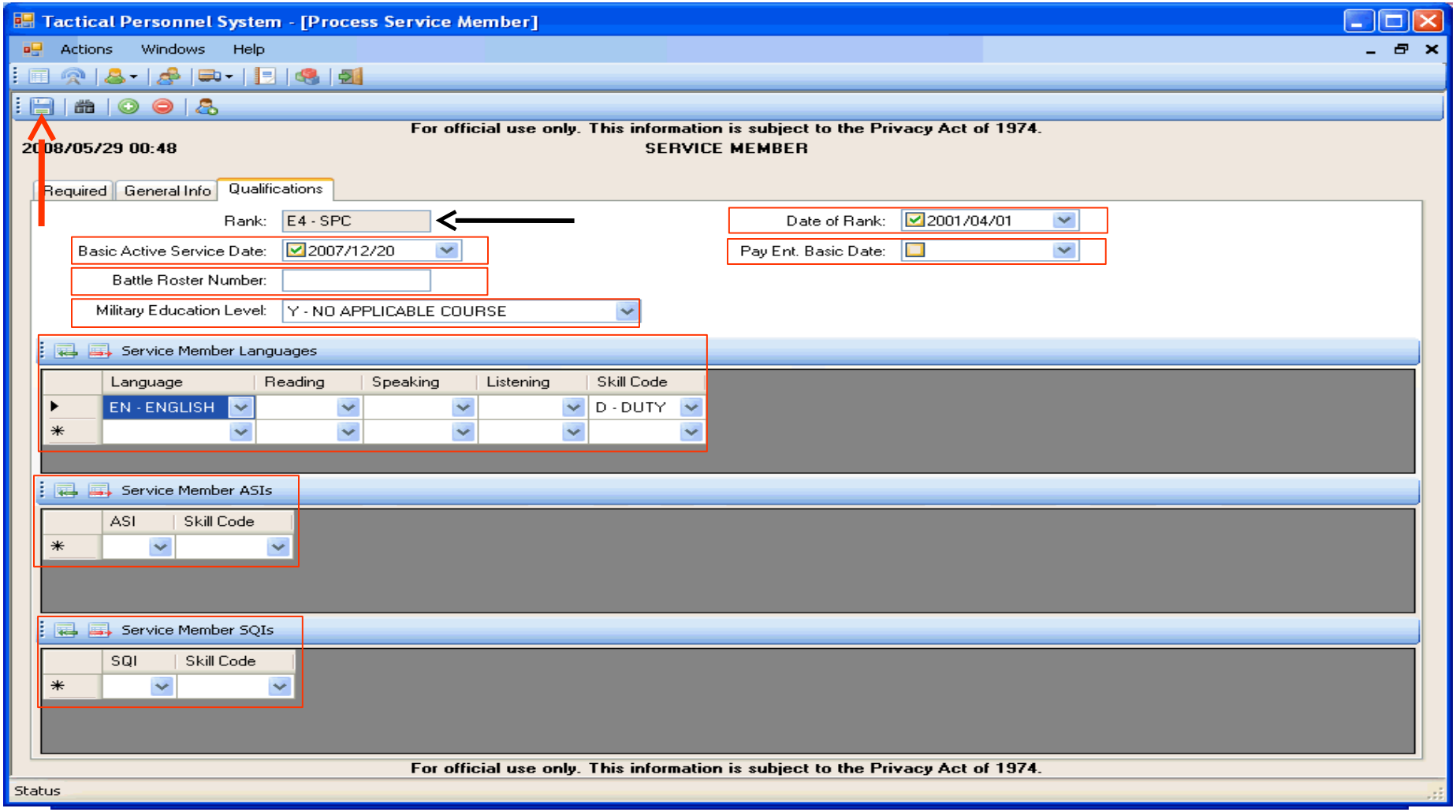

Tactical Personnel System - [Process Service Member]
Actions
Windows
Help
For official use only. This information is subject to the Privacy Act of 1974.
2008/05/29 00:48
SERVICE MEMBER
Required
General Info
Qualifications
Deployed UIC: TFSPAZ
Deployment Date: 2007/12/20
Date of Birth:
Date Exp. Term of Service: 2006/01/17
Marital Status: S - SINGLE
Citizenship: US - UNITED STATES
Race/Population Group: N - BLACK (NEGROID OR AFRICAN)
Ethnic Group: X - OTHER
Religion: 10 - BAPTIST CHURCHES, OTHER
Passport Number:
ID Card Number:
ID Card Type:
Blood Type: E - O POSITIVE
Weight: 156
Personnel Security Status:
Civilian Education Level: C - 12TH GRADE
Comment:
Exercise Duty
Status: PDY - PRESENT FOR DUTY
Date/Time: 2008/05/29 00:10
For official use only. This information is subject to the Privacy Act of 1974.
Status

Process Service Member – Qualifications Tab (1 of 2)





Process Service Member – Qualifications Tab (2 of 2)



Check on Learning

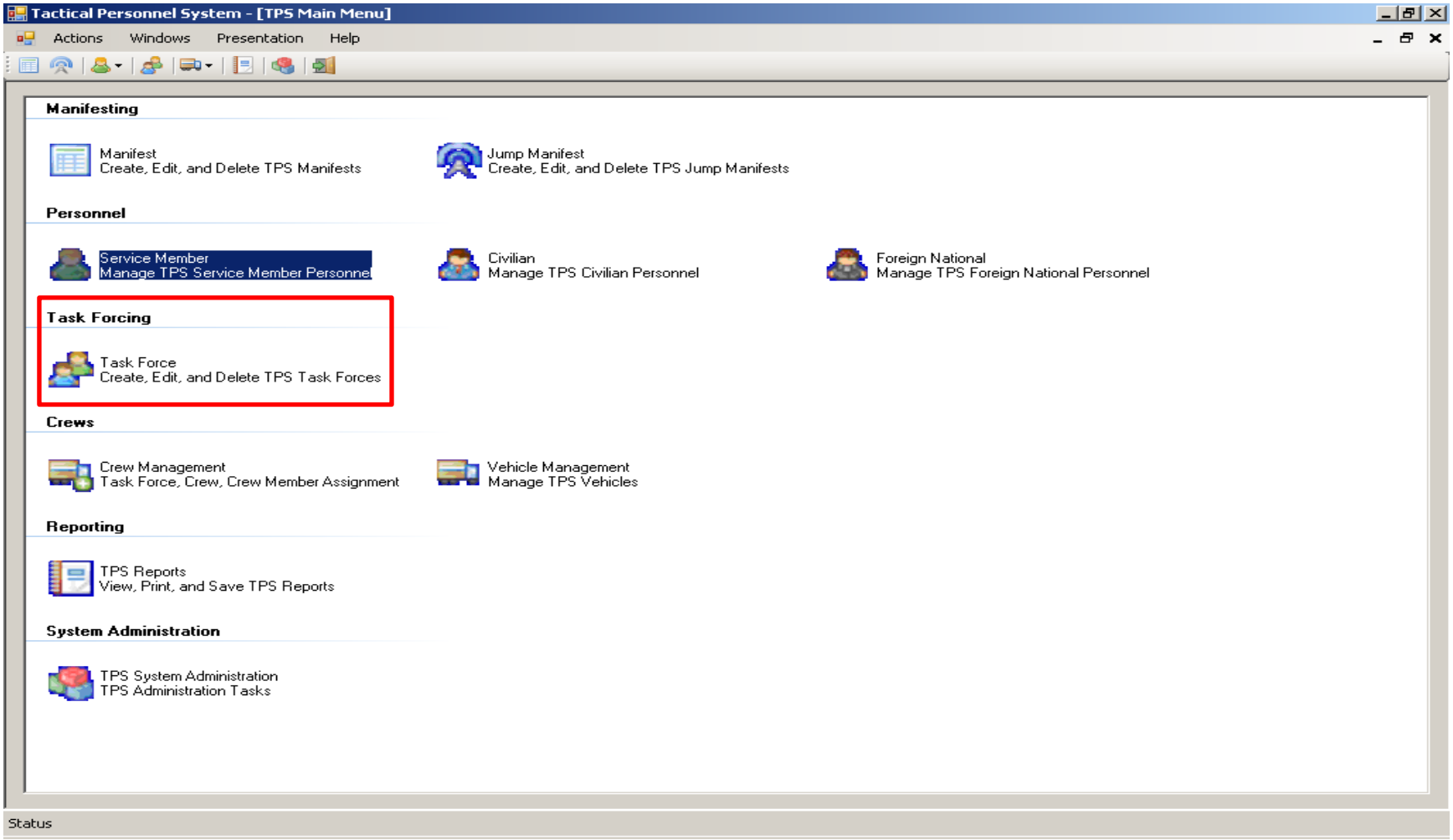
Q: What types of personnel does TPS allow you to track?

A: All Soldiers (Active Army, Army National Guard, Army Reserve, and other U.S. Services combined forces), DoD/DA civilians, Contractors, and Foreign nationals.

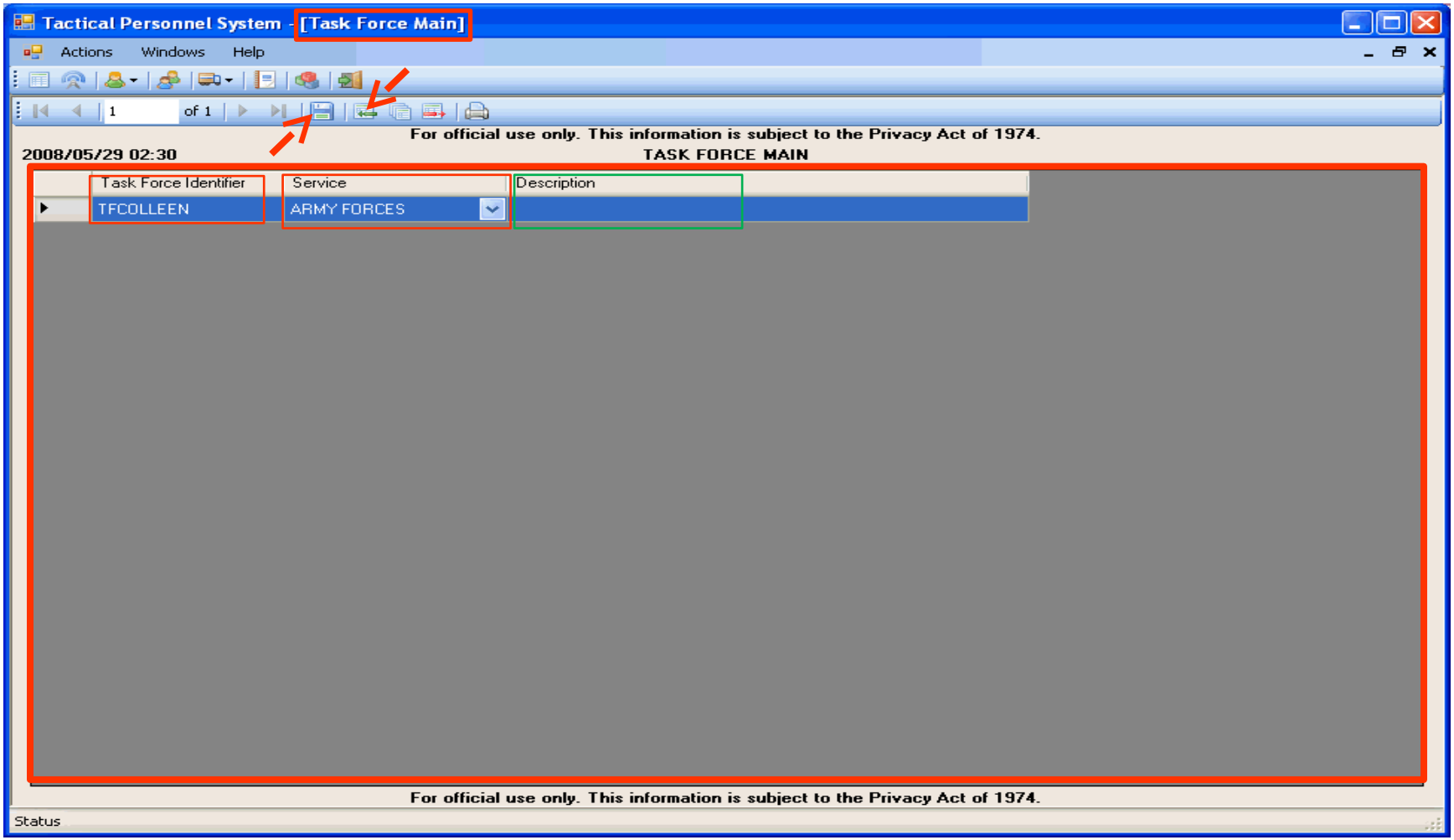
Q: The Process Service Member Window is broken down into what three tabs?

A: Required, General Information and Qualifications.

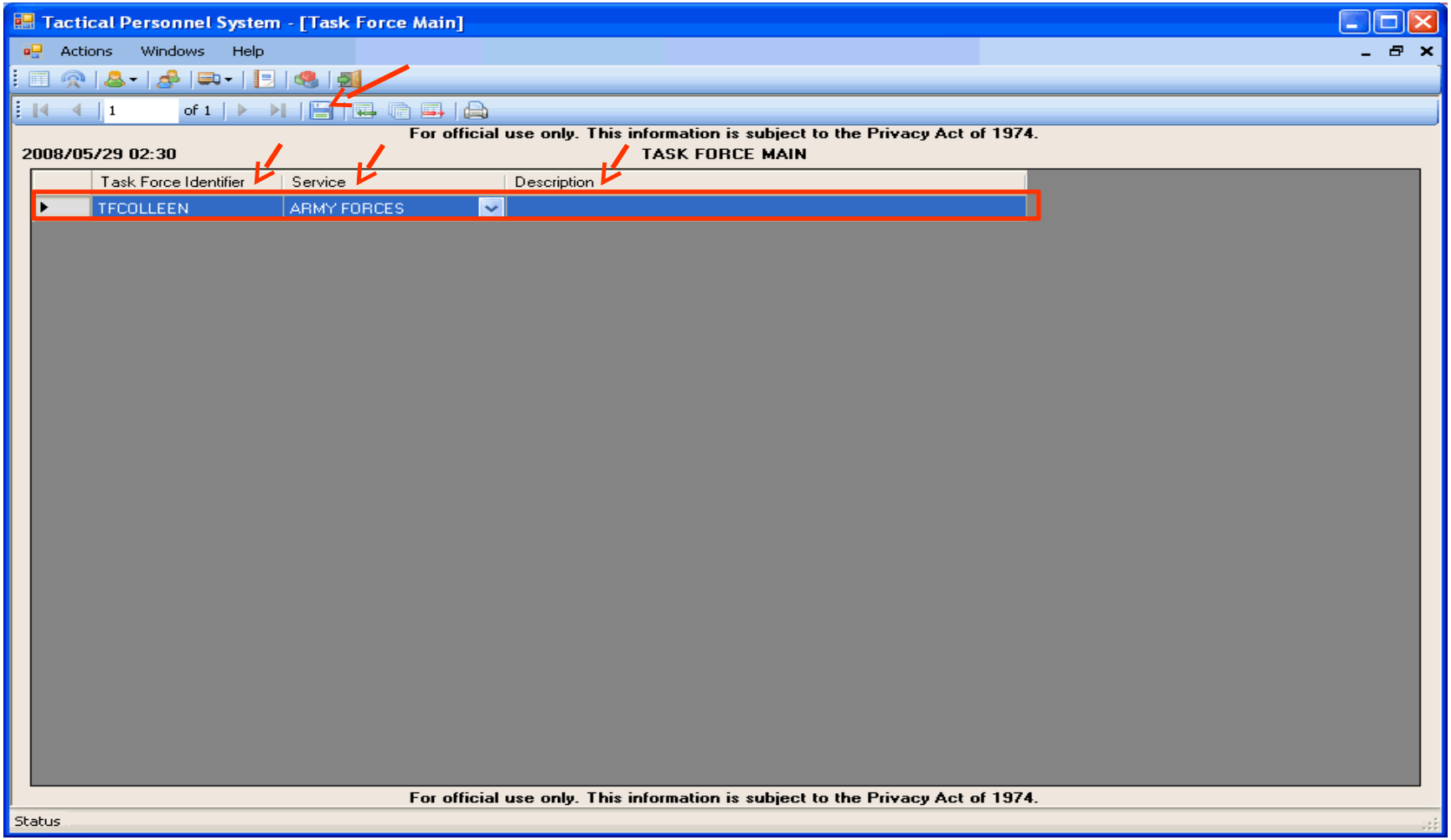
Task Force Overview



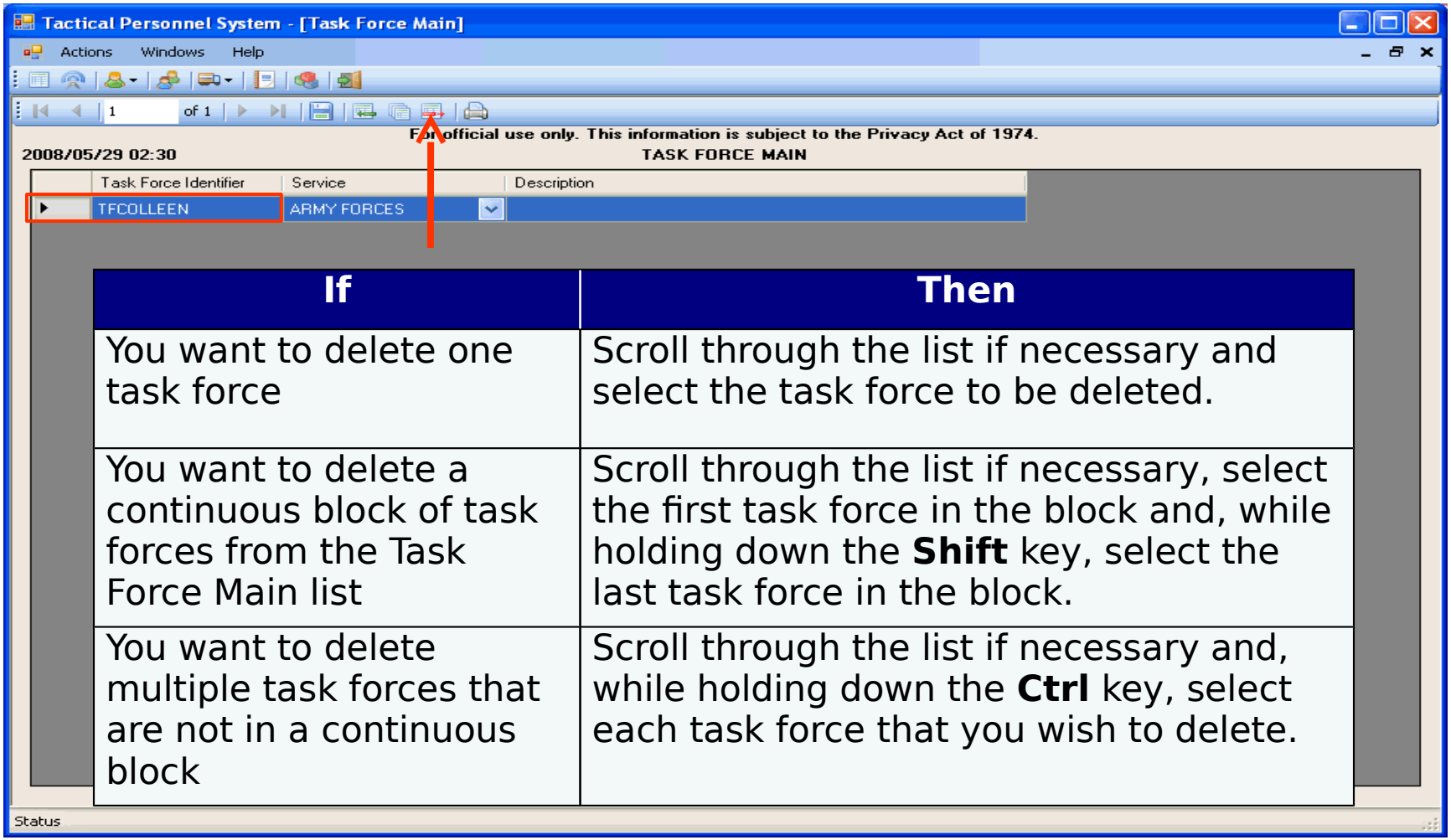
Adding a Task Force



Editing a Task Force



Deleting a Task Force



If	Then
You want to delete one task force	Scroll through the list if necessary and select the task force to be deleted.
You want to delete a continuous block of task forces from the Task Force Main list	Scroll through the list if necessary, select the first task force in the block and, while holding down the **Shift** key, select the last task force in the block.
You want to delete multiple task forces that are not in a continuous block	Scroll through the list if necessary and, while holding down the **Ctrl** key, select each task force that you wish to delete.

Check on Learning

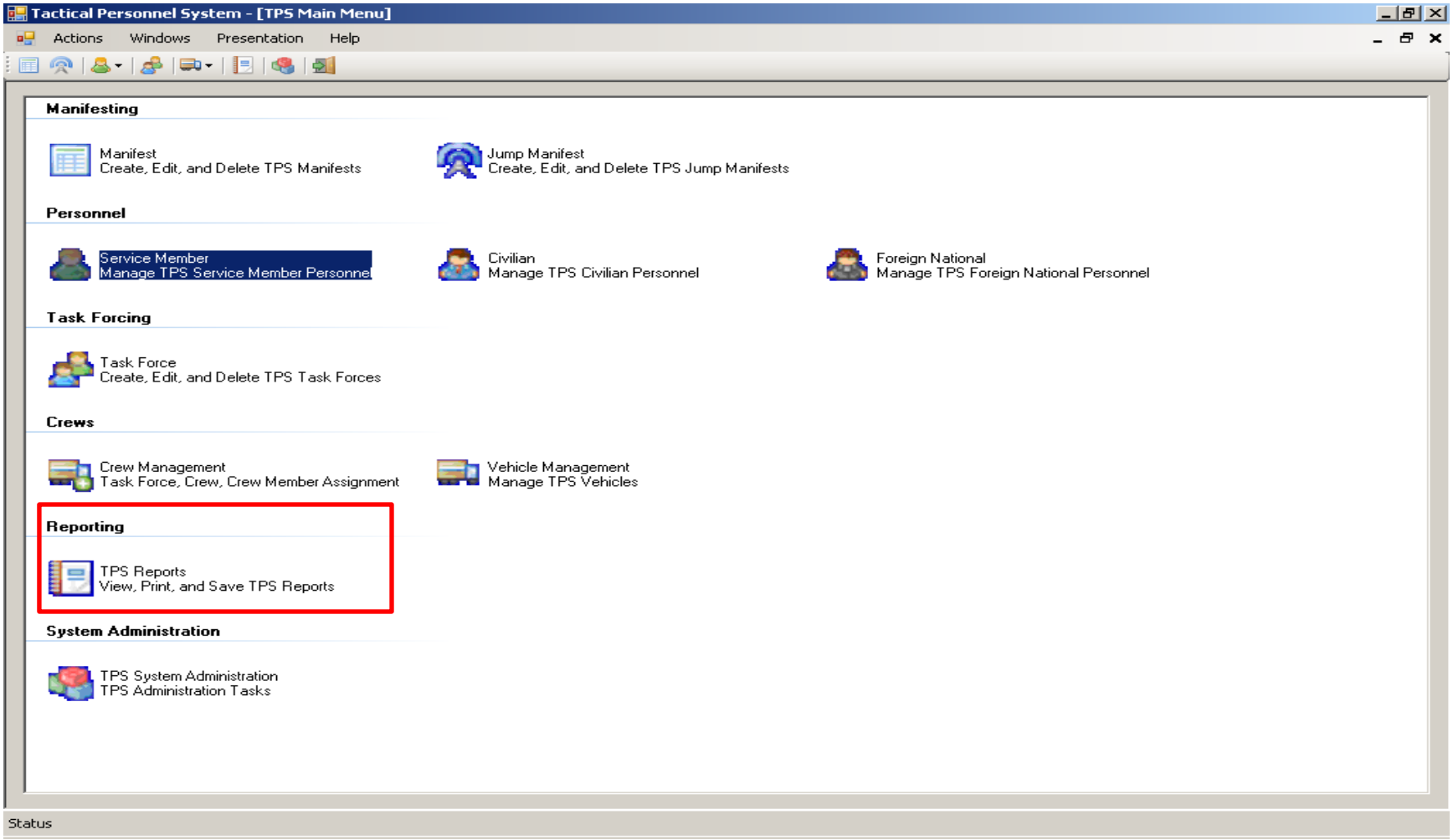
Q: What are the three main actions that can be performed within the Task Force function?

A: Create, edit, and delete Task Forces.

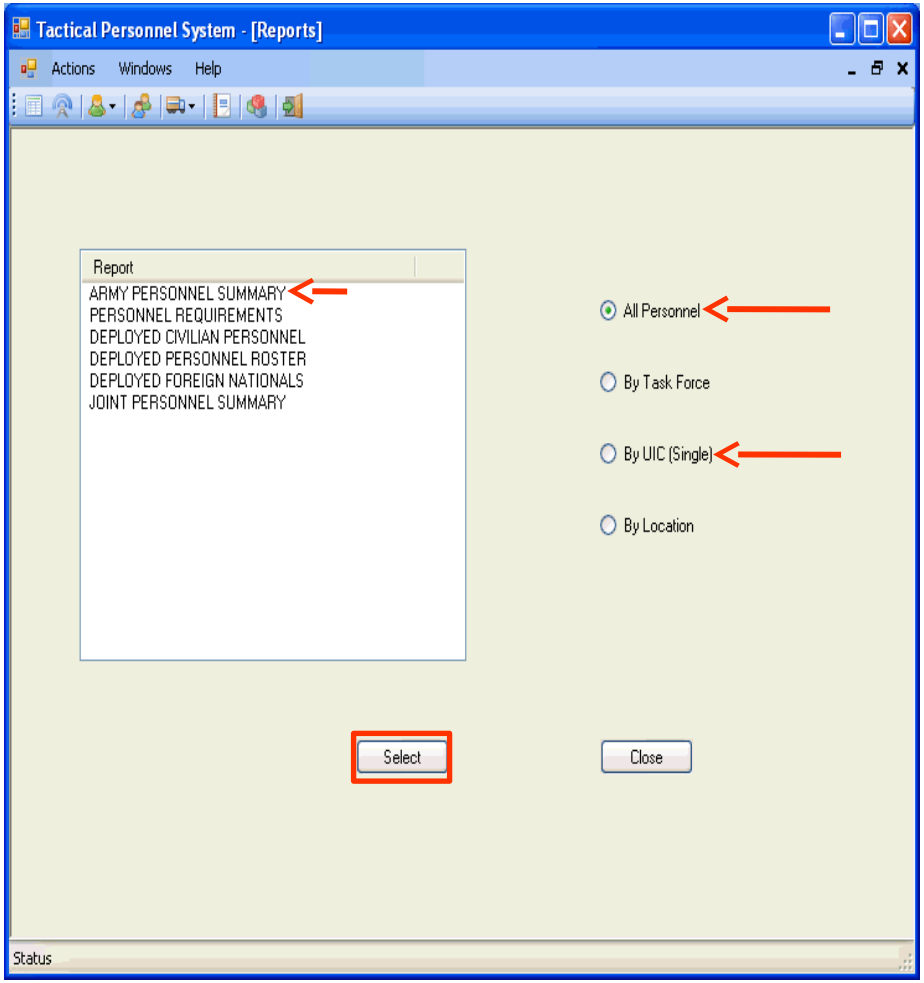
Q: What are the two required fields when adding or creating a Task Force?

A: Task Force Identifier and Service.

TPS Reports Overview



Army Personnel Summary Report



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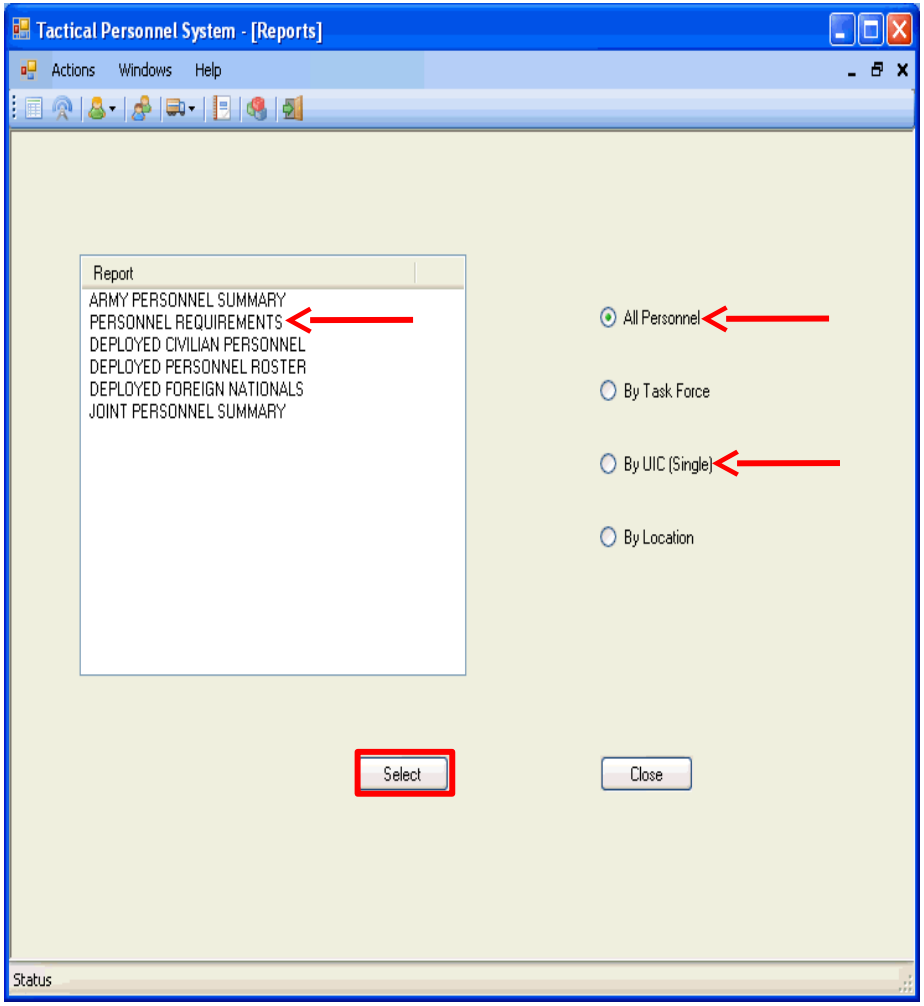
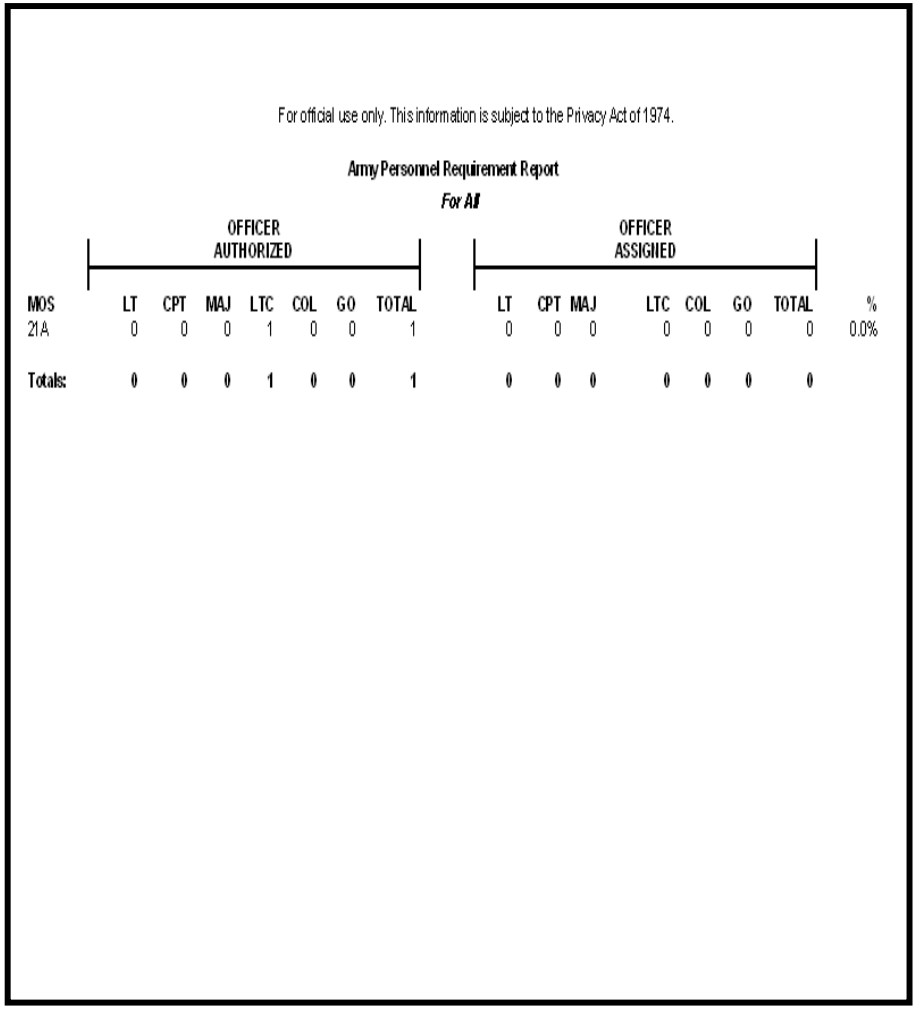
PERSONNEL SUMMARY REPORT - ARMY

For All

MPC	Required	Authorized	Assigned	Op Str	Op Str %	Replmt	Attached	KIA	MIA	WIA	NBI	RTD	TDY	Others
E	4	4	0	0	0.0%	0	0	0	0	0	0	0	0	0
O	1	1	0	0	0.0%	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0.0%	0	0	0	0	0	0	0	0	0
TOTALS:	5	5	0	0		0	0	0	0	0	0	0	0	0

Personnel Requirements Report





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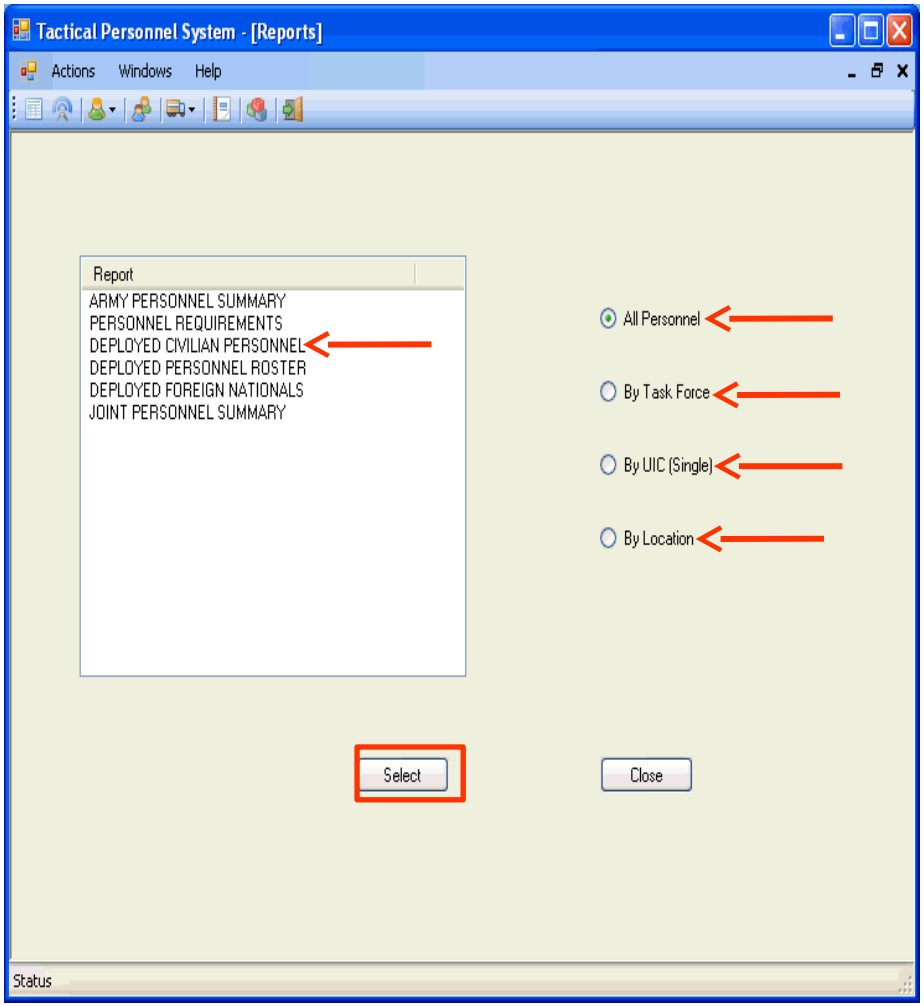
Army Personnel Requirement Report

For All

	OFFICER AUTHORIZED							OFFICER ASSIGNED							
MOS	LT	CPT	MAJ	LTC	COL	GO	TOTAL	LT	CPT	MAJ	LTC	COL	GO	TOTAL	%
21A	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0.0%
Totals:	**0**	**0**	**0**	**1**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	

Deployed Civilian Personnel Report



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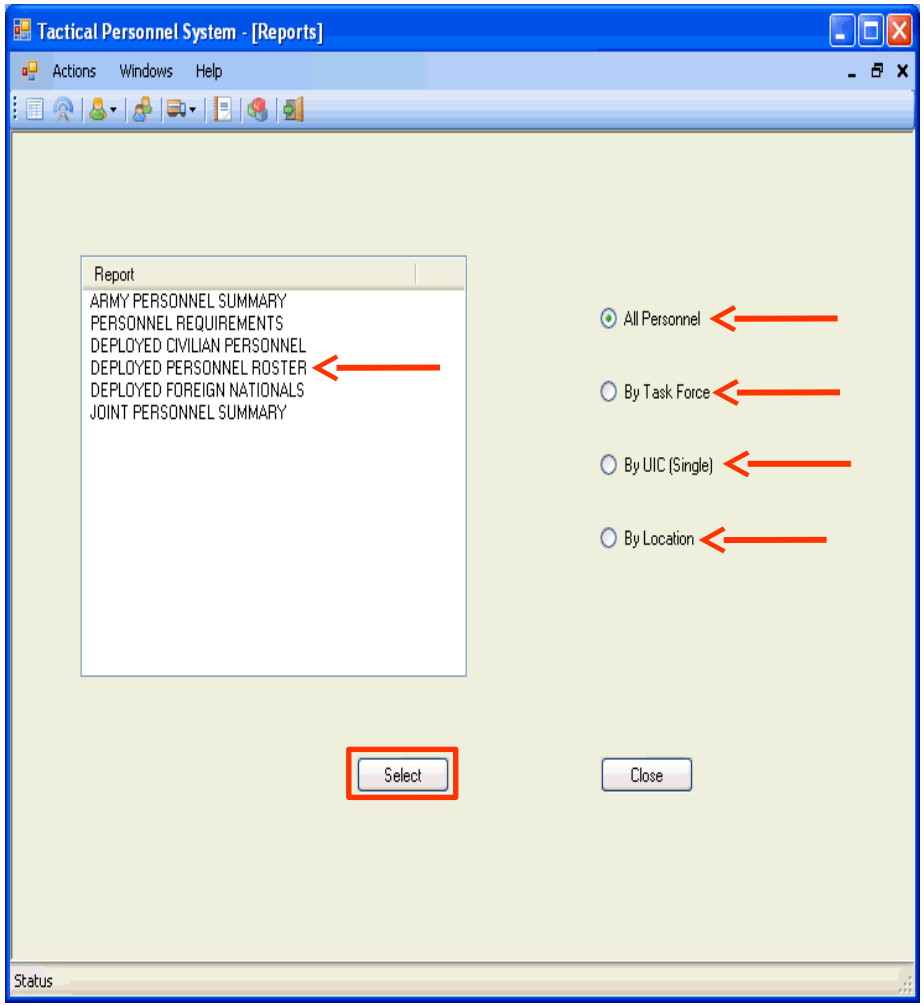
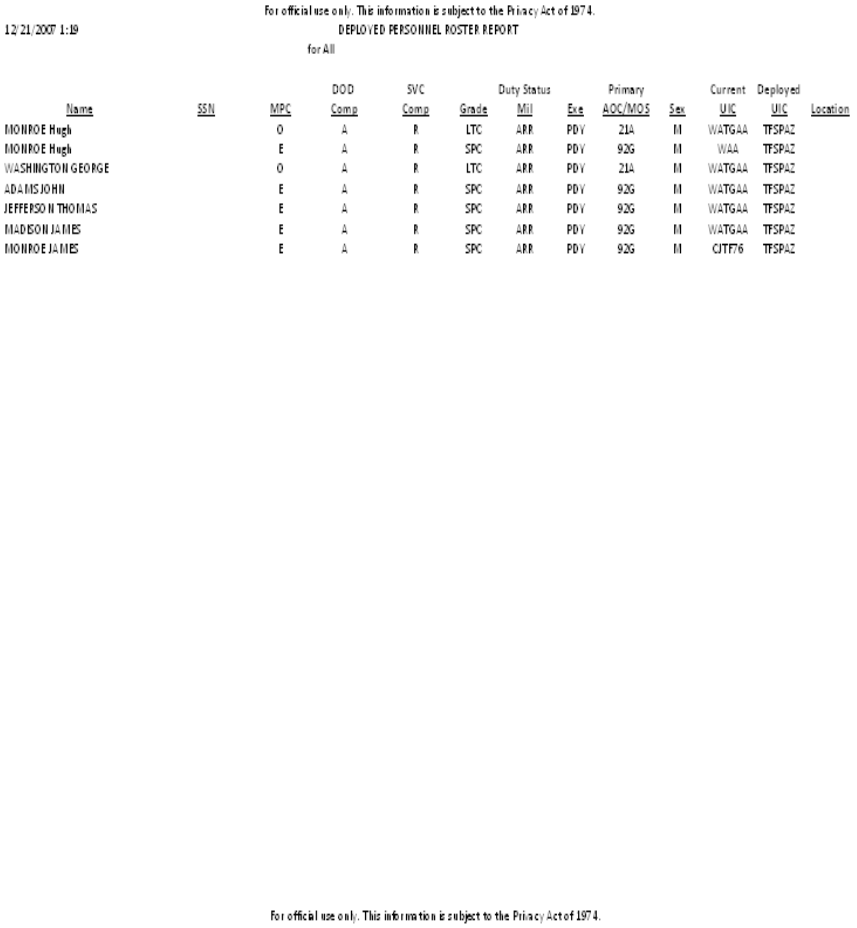
DEPLOYED CIVILIAN REPORT

for All

Name	SSN	Pay Plan	Pay Grade	Series	Sex	DOD CMP	UIC	Organization (Employer)	Duty Status

Deployed Personnel Roster Report





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DEPLOYED PERSONNEL ROSTER REPORT

for All

Name	SSN	MPC	DOD Comp	SVC Comp	Grade	Duty Status Mil	Exe	Primary AOC/MOS	Sex	Current UIC	Deployed UIC	Location
MONROE Hugh		O	A	R	LTC	ARR	PDY	21A	M	WATGAA	TFSPAZ	
MONROE Hugh		E	A	R	SPC	ARR	PDY	92G	M	WAA	TFSPAZ	
WASHINGTON GEORGE		O	A	R	LTC	ARR	PDY	21A	M	WATGAA	TFSPAZ	
ADAMS JOHN		E	A	R	SPC	ARR	PDY	92G	M	WATGAA	TFSPAZ	
JEFFERSON THOMAS		E	A	R	SPC	ARR	PDY	92G	M	WATGAA	TFSPAZ	
MADISON JAMES		E	A	R	SPC	ARR	PDY	92G	M	WATGAA	TFSPAZ	
MONROE JAMES		E	A	R	SPC	ARR	PDY	92G	M	CJTF76	TFSPAZ	

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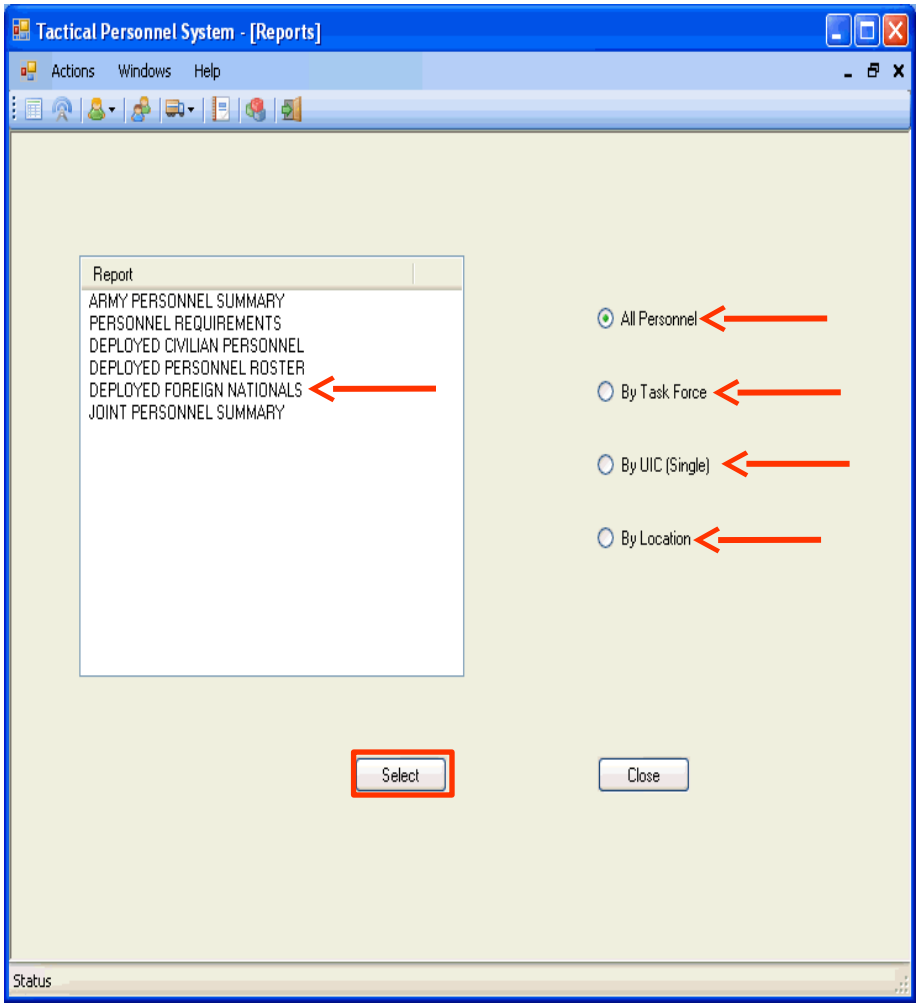
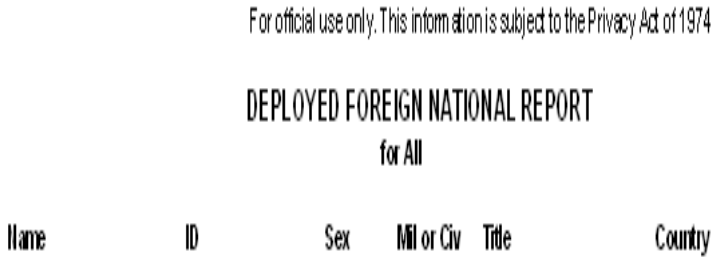
Deployed Foreign Nationals Report





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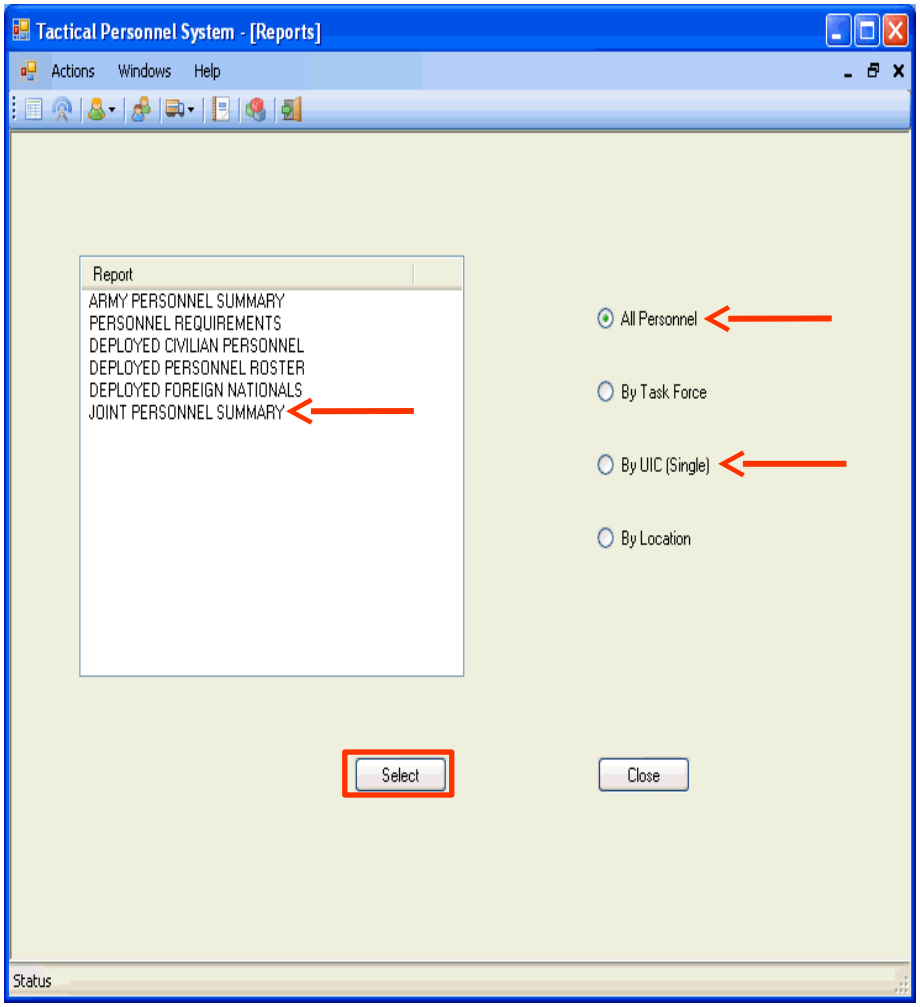
DEPLOYED FOREIGN NATIONAL REPORT

for All

Name	ID	Sex	Mil or Civ	Title	Country

Joint Personnel Summary Report



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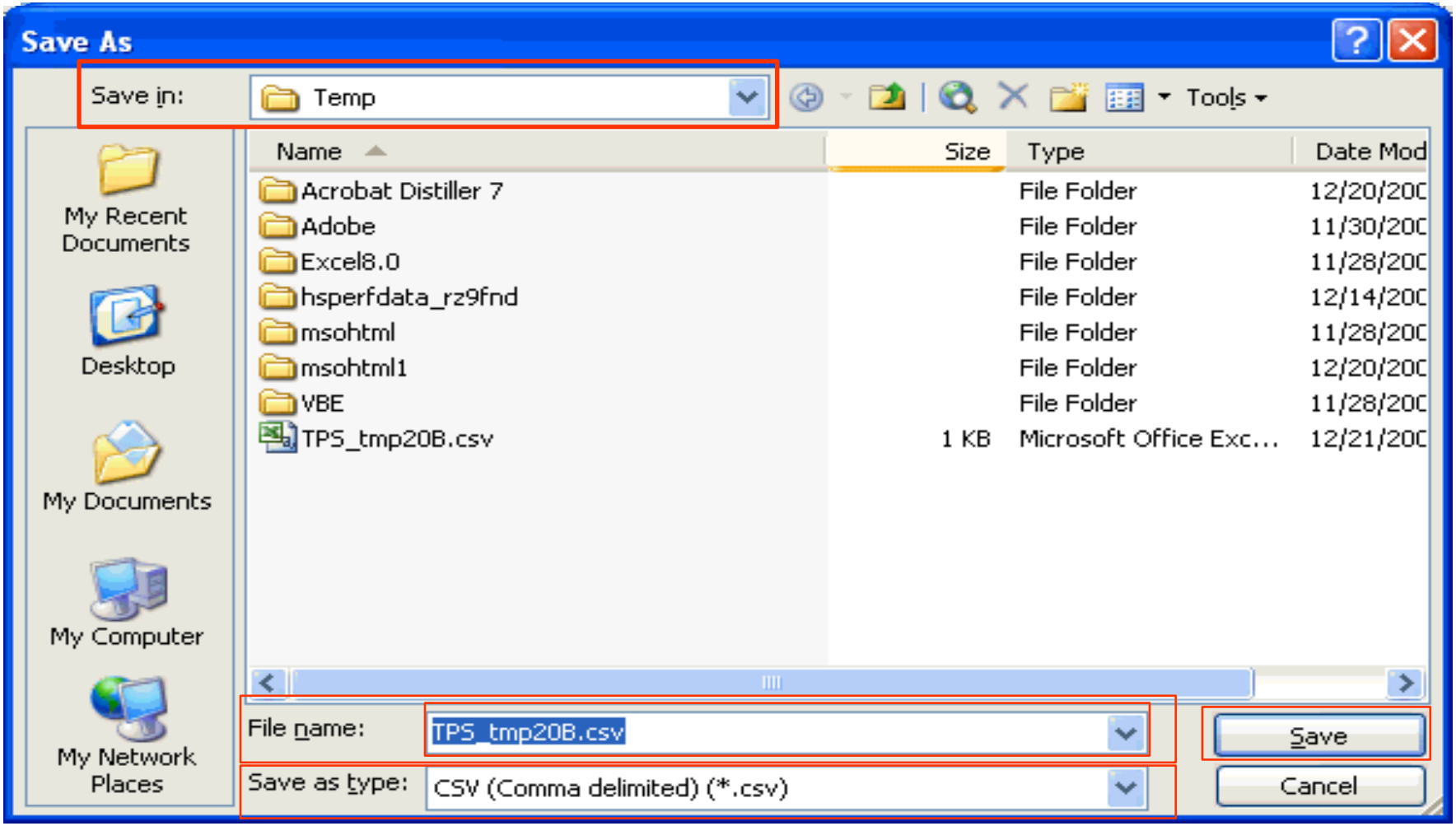
JOINT PERSONNEL SUMMARY REPORT
For All

MPC	Required	Authorized	Assigned	Opstr	Opstr%	Replmt	Attached	KIA	MIA	WIA	NBI	RTD	TDY	Others
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Saving Reports

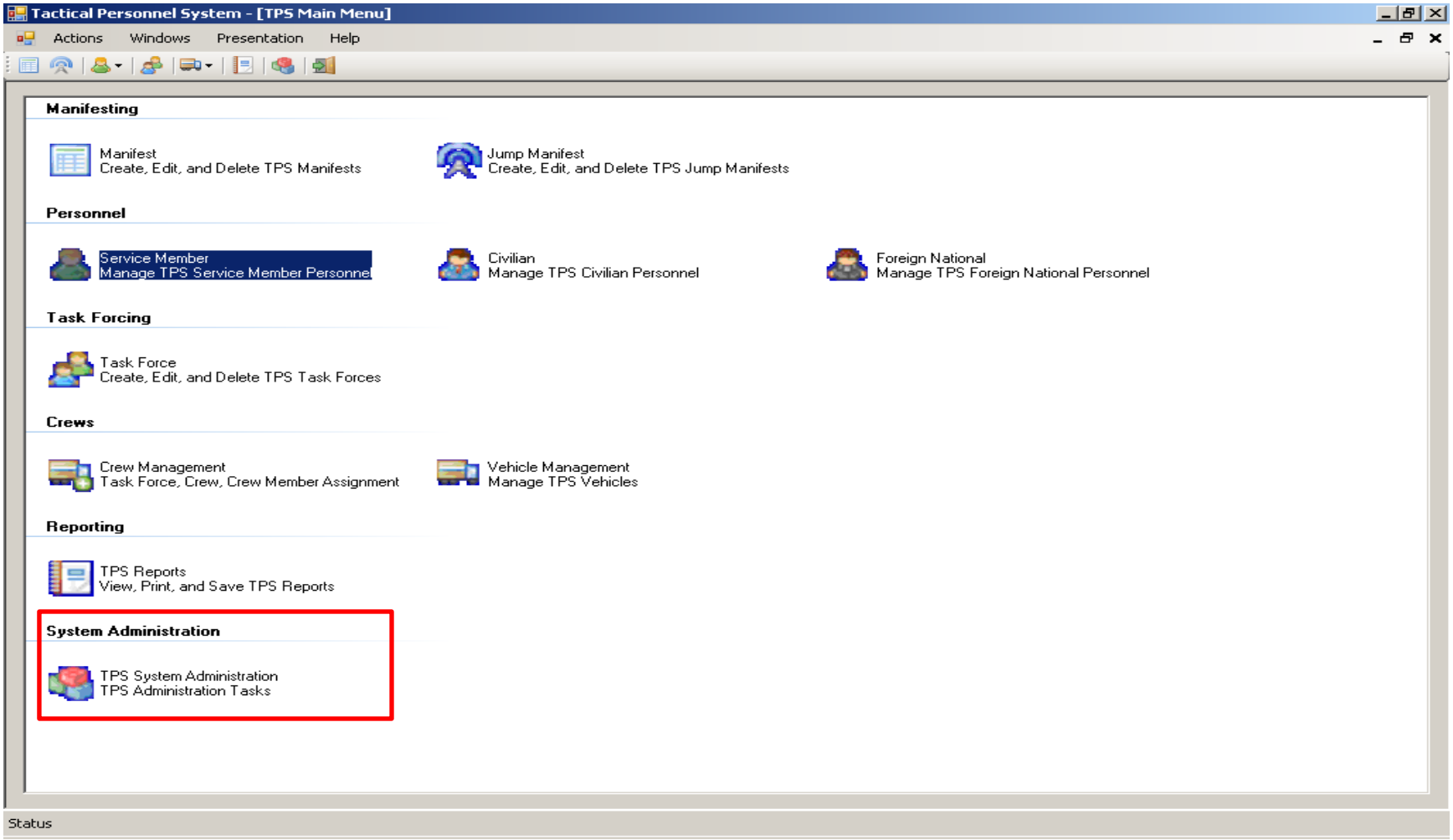


Check on Learning

Q: What are the six preformatted reports available in TPS?

A: Army Personnel Summary Report, Personnel Requirements, Deployed Civilian Personnel, Deployed Personnel Roster, Deployed Foreign Nationals, and Joint Personnel Summary.

System Administration Overview

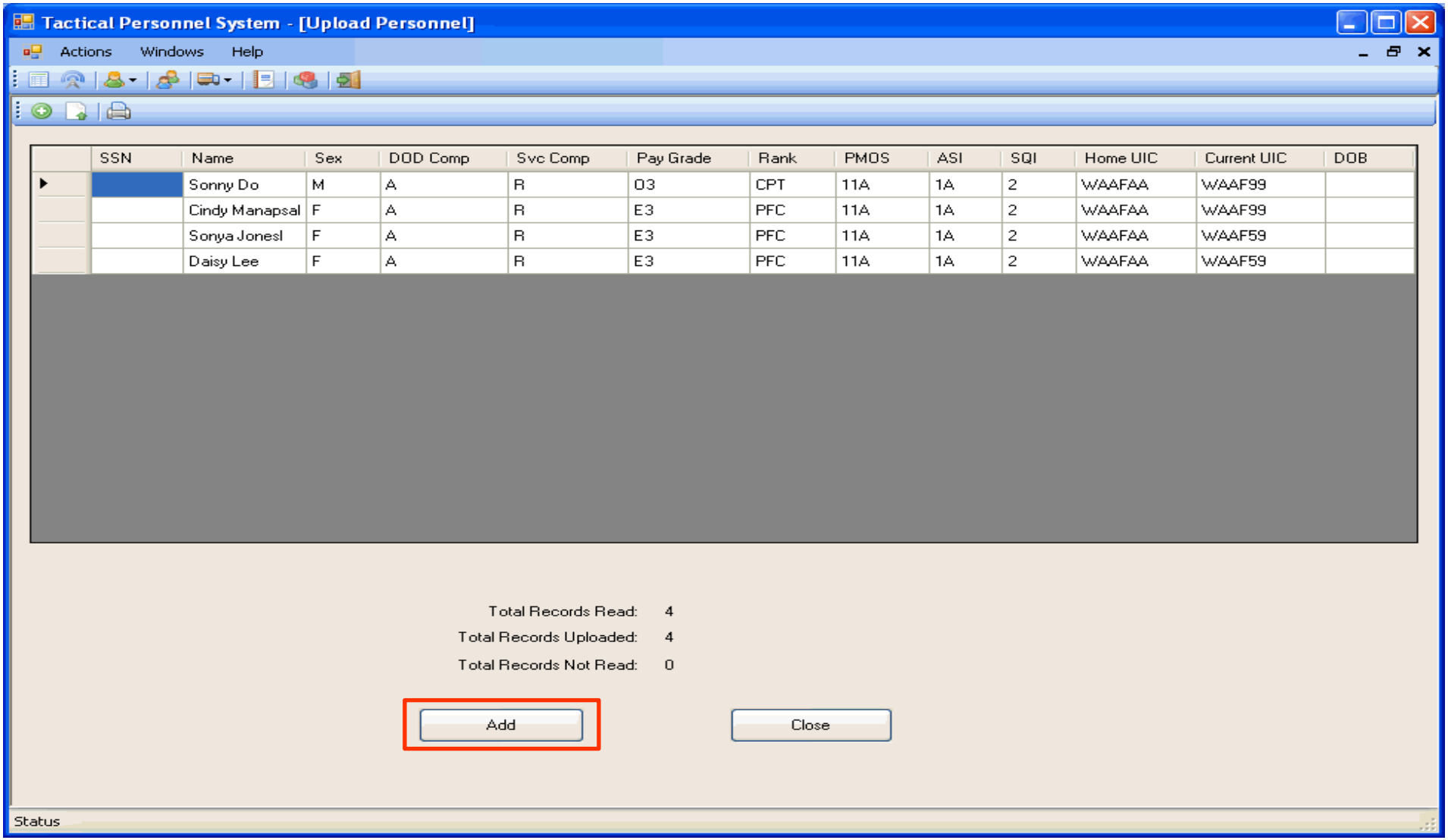


System Administration – Main Window

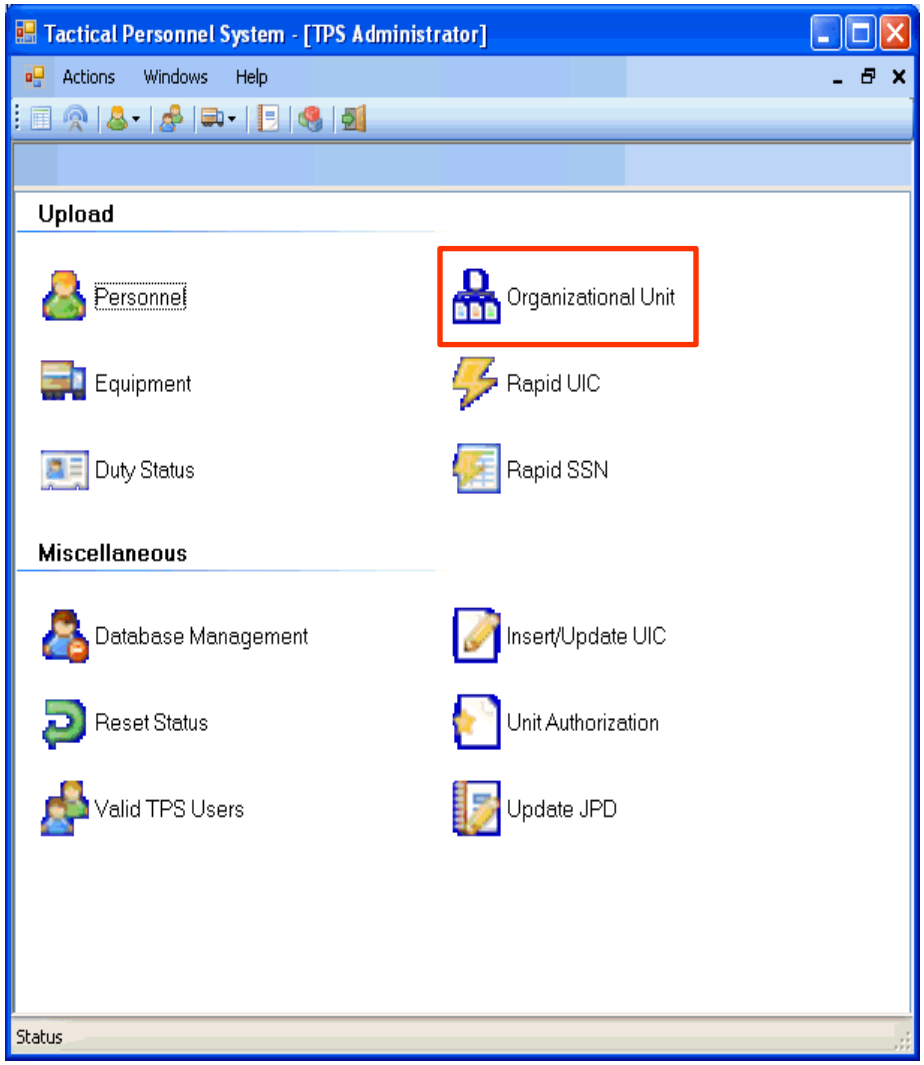
- Upload Section:
  - Personnel
  - Organizational Unit
  - Equipment
  - Rapid UIC
  - Duty Status (either Military or Exercise)
  - Rapid SSN

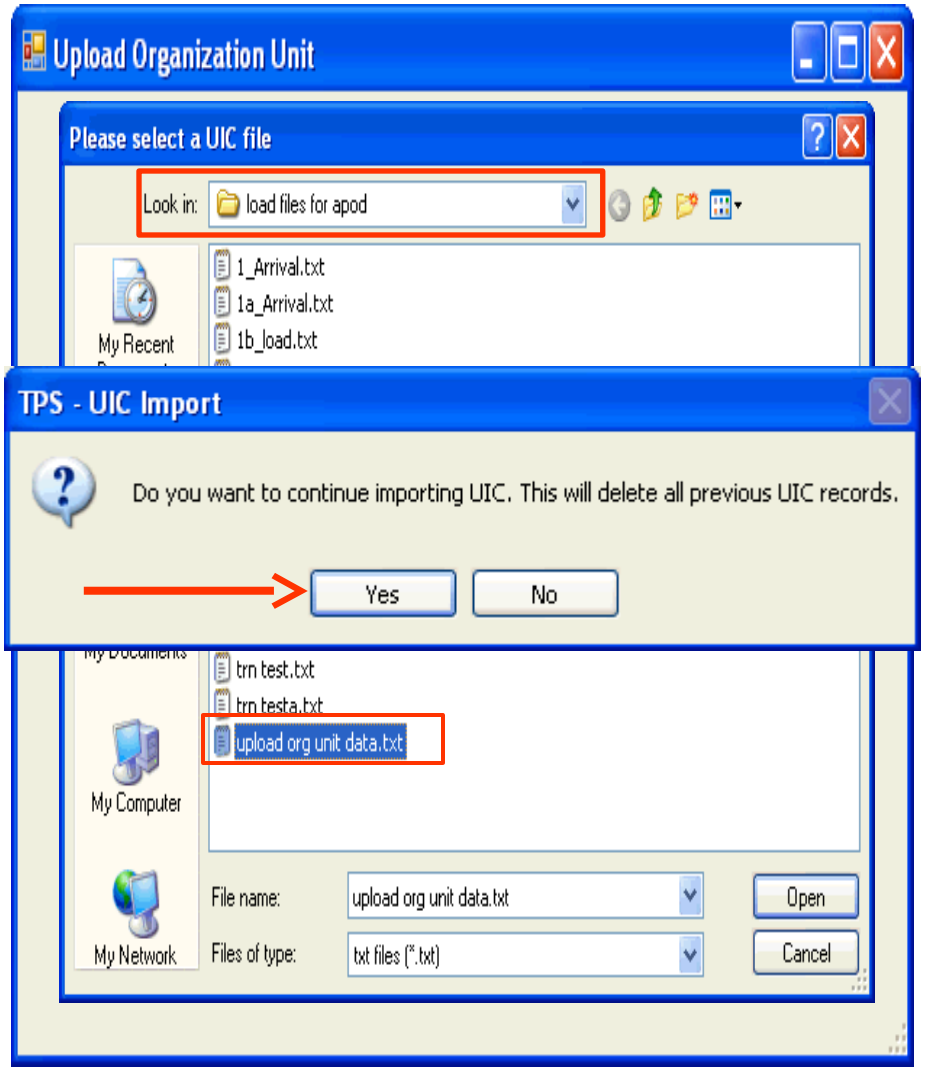
- Miscellaneous Section:
  - Database Management
  - Insert/Update UIC
  - Reset Status
  - Unit Authorization
  - Valid TPS Users
  - Update JPD

Upload Personnel



Upload Organization Unit Data





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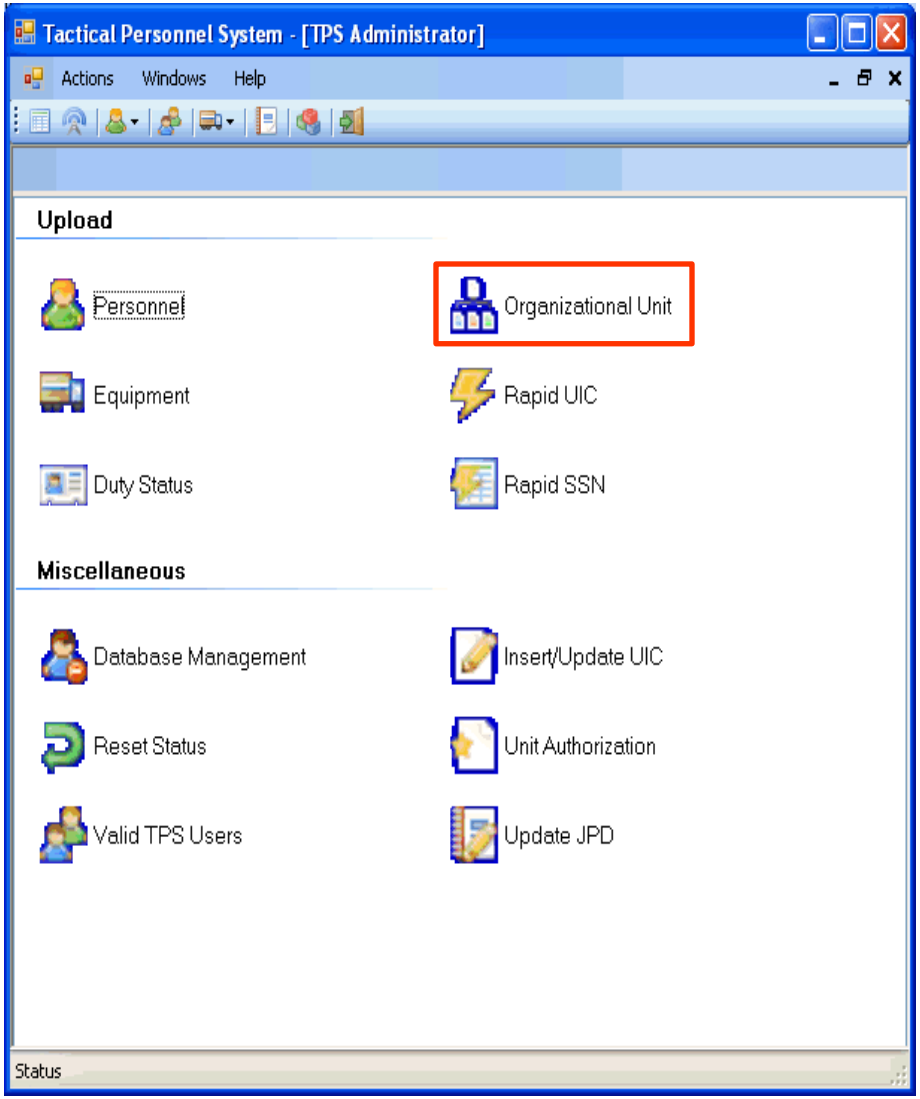
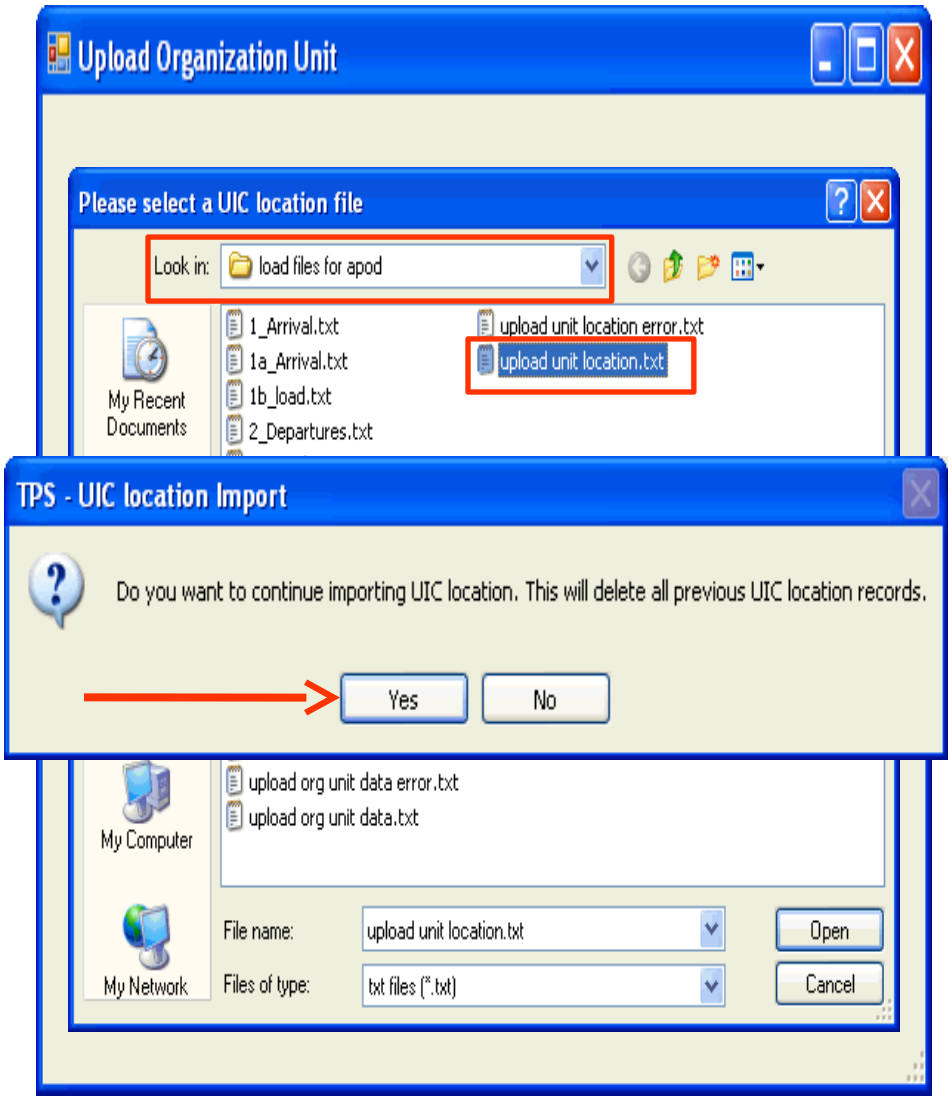
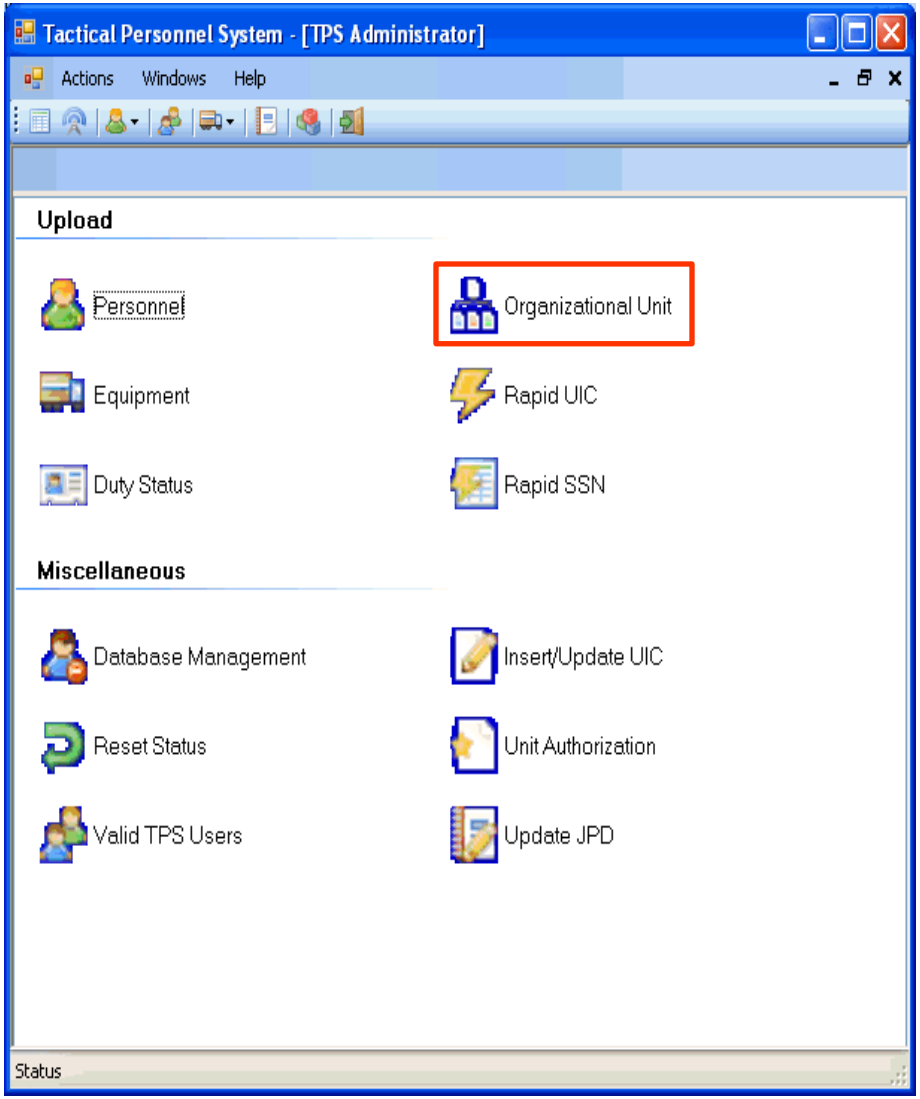
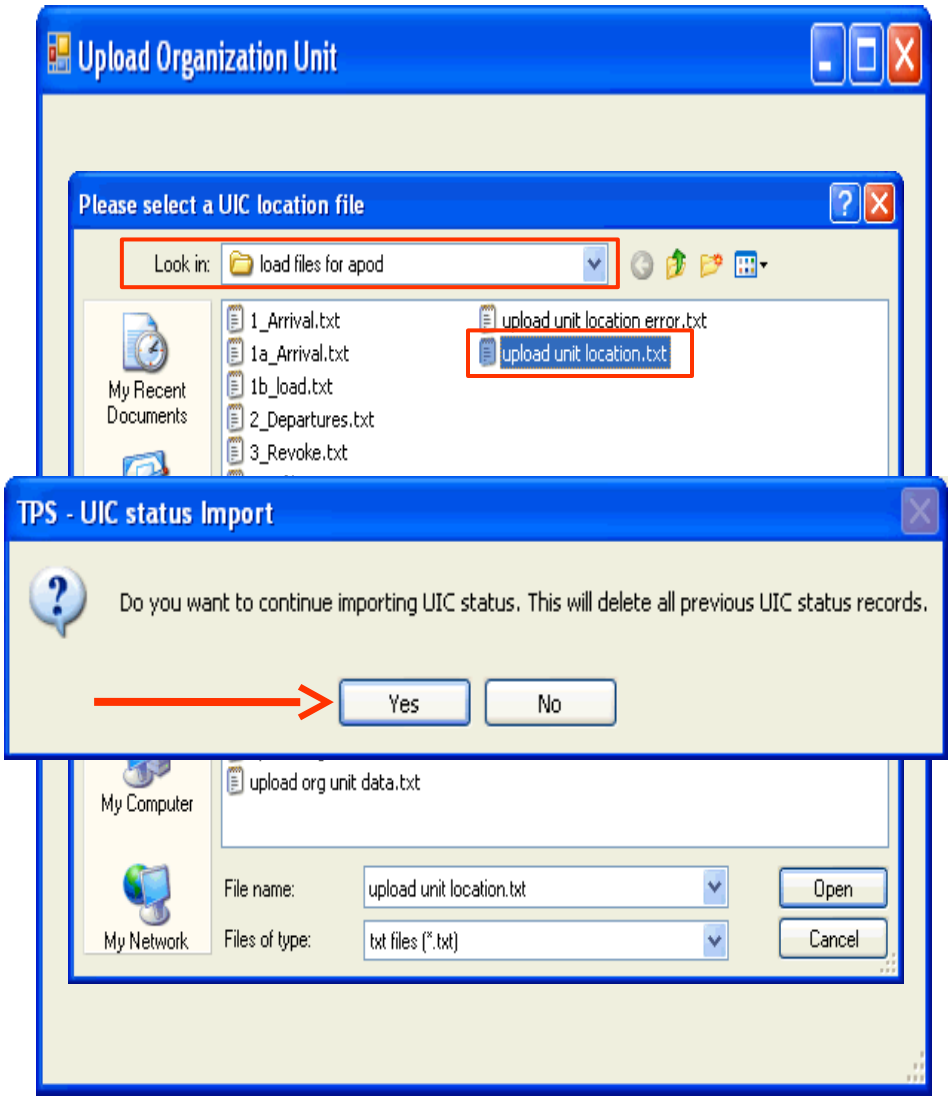


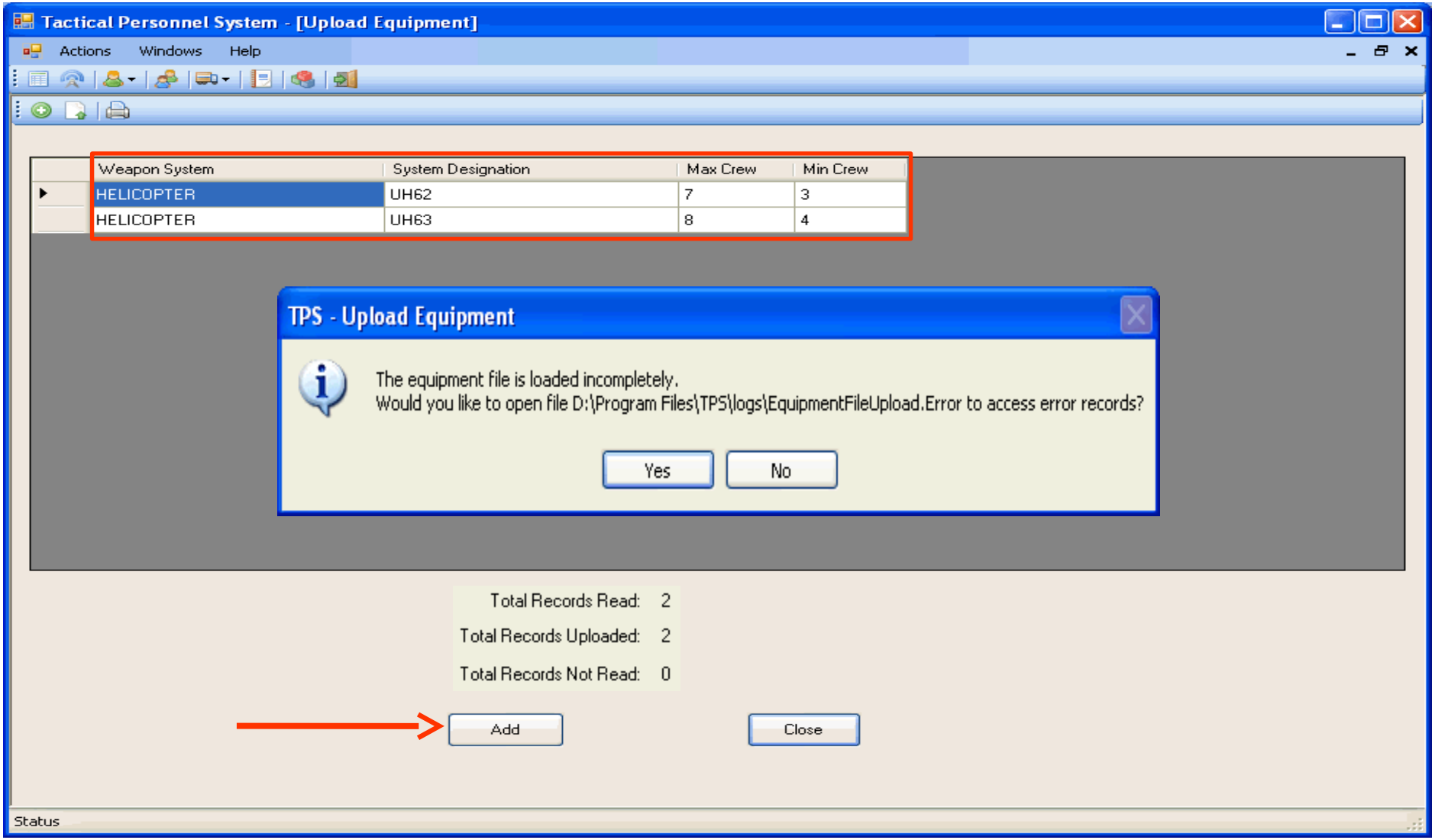


Upload Unit Status

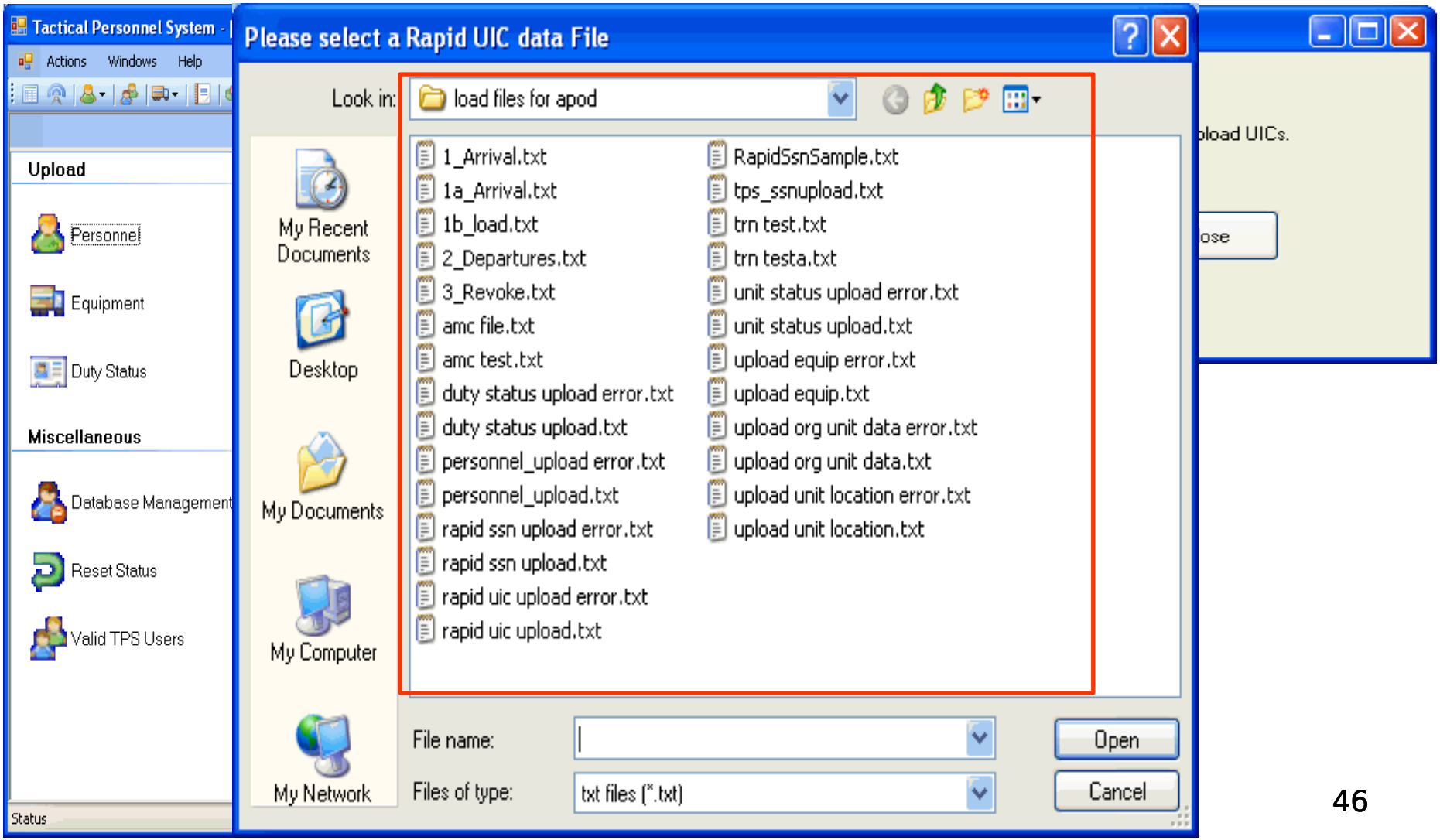




Upload Equipment



Upload Rapid UIC



Check on Learning

Q: Name the two sections of the System Administration Main Window.

A: Upload Section and Miscellaneous Section.

Q. What six functions make up the Upload Section?

R. Personnel, Organizational Unit, Equipment, Rapid UIC, Duty Status
(either Military or Exercise), and Rapid SSN.

PRACTICAL EXERCISE

Summary

Create a Manifest in TPS

Add or update personnel to the TPS database

Create or edit Task Force information

Generate reports using TPS

Perform System Administration tasks

Terminal Learning Objective (TLO)

Action: Demonstrate Tactical Personnel System (TPS)

Conditions: In a classroom environment, with access to a personal computer with Tactical Personnel System (TPSv3.0) mobile training application loaded, Scan Bar for TPSv3.0 application loaded, TPS functional guidance, and scenarios.

Standard: Students will meet the standard of 70% accuracy, when they:

1. Create a Manifest in TPS
2. Add or update personnel to the TPS database
3. Create or edit Task Force information
4. Generate reports using TPS
5. Perform System Administration tasks